



**DEPARTMENT OF STATE**

**HELP AMERICA VOTE**

**ACT OF 2002**

**As required by Public Law 107-252**

**PRELIMINARY AMENDED  
STATE PLAN**

**PRESENTED TO:  
U.S. ELECTION ASSISTANCE  
COMMISSION**

**Al Ater  
Secretary of State  
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# Overview of the Louisiana Election System

From 1962 to 2004, the State of Louisiana administered all elections in this state through a bifurcated system of elections management between the Louisiana Department of State (Department of State) and the Louisiana Department of Elections and Registration (Department of Elections and Registration). The Secretary of State served as the Chief Election Officer for the State of Louisiana and oversaw the preparation and certification of ballots for all elections, the promulgation of all election returns, and the administration of the election laws, except those relating to voter registration and the custody of voting machines. The Commissioner of Elections was constitutionally and statutorily charged with administering the laws relating to the custody of voting machines and voter registration. With regard to the registration of voters, the Commissioner of Elections was instructed to direct and assist the Registrars of Voters in voter registration, promulgation of rules and regulations relative to voter registration, maintenance of a statewide database of voter registration data, and coordination of Louisiana's compliance with the National Voter Registration Act of 1992 (NVRA). These two statewide officials were assisted by the local election officials, Clerks of Court and Registrars of Voters, in the conduct of all elections occurring in the State of Louisiana.

On January 12, 2004, Louisiana ended its bifurcated system of elections management at the state level by merging the Department of Elections and Registration into the Department of State. As a result, all elections and registration functions for Louisiana are now administered by the Secretary of State as the Chief Election Officer for the state.<sup>1</sup>

Louisiana is committed to providing accurate, efficient, and technologically advanced election systems to its constituents. Since the mid-1950s, Louisiana has conducted all Election Day voting on voting machines. The first voting machines to be introduced in Louisiana were the Shoup 2.5 lever-operated voting machines. Since that time, Louisiana has upgraded its voting equipment to include lever-operated voting machines and electronic voting systems each of which provides a printed copy of election results. In 2002, the State of Louisiana installed touchscreen electronic voting systems for use in absentee/early voting statewide and for Election Day voting in two parishes. These machines were equipped to accommodate individuals with disabilities, including those who are visually impaired, physically disabled, or have a hard time interpreting the written word.

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<sup>1</sup> References in this plan may be made to the Secretary of State and/or Commissioner of Elections. After January 12, 2004, the responsibility for all functions of both constitutional officers lies with the Secretary of State.

The extent of Louisiana's cutting-edge election system is not limited to its voting equipment. In 1987, the Department of Elections and Registration placed the Elections and Registration Information Network (ERIN) online. ERIN is a statewide, centralized election management system. ERIN is designed to maintain voter registration records for every voter in the State of Louisiana in a central location; provide access to those voter records to authorized users in the Department of Elections and Registration and parish Registrars of Voters' offices; generate forms and reports required by the Registrars of Voters, including printing precinct registers for elections; and providing an interactive computerized accounting system for the payment of all election expenses in the state and an accounts receivable system that generates invoices to responsible parties based upon pro-rata formulas established by state law.

Between the 2000 Presidential Election and the passage of the Help America Vote Act of 2002 (HAVA), Louisiana had implemented a significant number of reforms and efficiencies that are required by HAVA. Louisiana had begun the move to more technologically advanced and accessible voting systems, begun refining its statewide centralized voter registration system, and switched from a punch card absentee voting system to a mark sense paper ballot system (referred to as "paper ballot").

The original State Plan for Louisiana was developed jointly by the Department of State and the Department of Elections and Registration in conjunction with the Louisiana Help America Vote Advisory Committee and the Governor. It detailed the plans, budget, and goals that Louisiana sought to attain in its election and voter registration process using funds authorized by HAVA within the deadlines established in the Act.

Based on activities conducted under HAVA, the Secretary of State has determined that a revised State Plan for Louisiana is necessary to outline the state's accomplishments to date, and address the remaining activities to be conducted under the requirements of HAVA.

## **Meeting the Requirements of HAVA**

**SECTION 1: How the State will use the requirements payment to meet the requirements of Title III, and, if applicable under Section 251(a)(2), to carry out other activities to improve the administration of elections. (Section 254(a)(1), 42 U.S.C. §15404(a)(1))**

## **Section 1.1 Voting System Standards (Section 301(a))**

HAVA requires that each voting system used in an election for Federal office on and after January 1, 2006 shall meet the following requirements:

- Permit the voter to verify the votes selected by the voter on the ballot before the ballot is cast and counted.
- Provide the voter with the opportunity to change the ballot or correct any error before the ballot is cast and counted.
- If the voter selects votes for more than one candidate for single office: notify the voter that the voter has selected more than one candidate for a single office on the ballot; notify the voter of the effect of casting multiple votes for the office before the ballot is cast and counted; and provide the voter with the opportunity to correct the ballot before the ballot is cast and counted.

HAVA further requires that all paper ballot systems meet the following requirements:

- Establish a voter education program specific to that voting system that notifies each voter of the effect of casting multiple votes for an office and provide the voter with instructions on how to correct the ballot before it is cast and counted, including instructions on how to correct the error through the issuance of a replacement ballot if the voter was otherwise unable to change the ballot or correct any error.
- Voting system shall ensure that any notification required under Section 301 preserves the privacy of the voter and the confidentiality of the ballot.

## **Louisiana's HAVA Compliance**

Louisiana previously had four types of voting systems in place for Election Day voting, early voting in person, and absentee voting by mail.

Prior to the implementation of a new voting system in Louisiana for Election Day voting, Louisiana conducted elections on lever-operated voting machines and electronic voting systems. Fifty of Louisiana's sixty-four parishes were equipped with the AVM-POM lever-operated voting machines (AVM-POM). Fourteen parishes were outfitted with electronic voting systems. The electronic voting systems were provided by two different vendors: twelve parishes utilized AVC Advantage Full Face DRE voting systems (AVC Advantage), manufactured by Sequoia Voting Systems, Inc., and two parishes utilized iVotronic touchscreen voting systems (iVotronics), manufactured by Elections Systems & Software.

For early voting in person, ballots were cast on the iVotronic voting system. When the request for proposal process for a new HAVA compliant voting system was completed, it was recommended by the review committee and approved by the Secretary of State to replace the iVotronic voting system with the AVC Edge voting system, and the iVontronic voting system has been returned to the manufacturer. The State has received all of the AVC Edge voting systems to replace the iVotronic voting system. The AVC Edge voting system is HAVA compliant and accessible for individuals with disabilities, and will be used for early voting in person in all parishes in upcoming elections.

All absentee by mail ballots are cast on mark sense paper ballots and are currently read by NCS Optiscan 5 scanners. The State is determining whether to replace the NCS Optiscan 5 scanners with Optech Insight Absentee Ballot Tabulators to scan and tabulate votes on mark sense paper ballots.

The voting systems that were previously in place in Louisiana allowed the voter to review his selections and alter any selection prior to activating the cast vote mechanism. All three voting systems prevented an overvote by refusing to allow the voter to make more selections than are permitted in a particular candidate, constitutional amendment, or proposition election. The iVtronic voting systems gave the user a message stating that he has attempted to select more selections than are allowed in that election and to change one of his previous selections. The AVM-POM voting machines and AVC Advantage voting systems would not allow the voter to depress an additional lever or electronic selection key, and the voter had to deselect his previous choice to alter one of the selections.

When paper ballots are mailed out to the voter, the paper ballot is accompanied by instructions informing the voter on how to cast a vote on the paper ballot, including the proper technique in marking the selection and correcting a selection. The Louisiana Legislature adopted provisions that instructed the Secretary of State to amend the instructions for casting a paper ballot to include information relative to using a pencil to mark the paper ballot allowing for corrections, and instructions on what effect selecting more than the allowed number of selections in a single election would have on the counting of the voter's ballot. The current instructions for completing a paper ballot are attached as Appendix "1".

On January 5, 2005, the Secretary of State adopted new voting system standards for Louisiana that require each election device to be contained within a booth that provides privacy to the voter. All voting apparatus used in Louisiana are shielded either by a curtain or booth such that the selections of the voter cannot be seen. In addition, the voting system standards require that the system "provide secrecy in the act of voting such that the selection of a voter cannot be determined after that vote has been cast." The AVC Advantage and AVC Edge voting systems assign

each vote cast to a random position within the voting system's computer memory, so as to avoid the ability to determine an individual's vote.

#### Section 1.1.a. Audit capacity

- Voting system shall produce a record with an audit capacity for such system.
- Manual audit capacity: Voting system shall produce a permanent paper record with a manual audit capacity for such system; shall provide the voter with an opportunity to change the ballot or correct any error before the permanent paper record is produced; and the paper record produced shall be available as an official record for any recount conducted with respect to any election in which the system is used.

#### Louisiana's HAVA Compliance

Each voting system previously in place in the State of Louisiana produced a permanent paper record of the results tallied by that voting system. All AVM-POM voting machines produced a paper record by sliding a platen over the raised numbers on the counters, similar to an old-style credit card imprinting device. All electronic voting systems produced a printed results tape generated by the voting system's computer memory. Lastly, all scanners used to calculate results of absentee by mail paper ballots were attached to a computer that provided a printed result of the tally.

Upon the completion of the replacement of the AVM-POM lever-operated voting machines with AVC Advantage voting systems, all voting systems used in Louisiana will be capable of printing not only a paper record of the final results, but also a paper record of each vote cast in the election.

#### Section 1.1.b. Accessibility for individuals with disabilities

- Voting system shall be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation as for other voters; use at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities at each polling place; and if used Title II money to purchase voting machines, meet the voting system standards for disability access by January 1, 2007.

## Louisiana's HAVA Compliance

Previously, two parishes used the iVotronic voting systems for Election Day voting and all sixty-four parishes used the iVotronic voting systems in the Registrar of Voters' offices for early voting in person. The state recently replaced the iVotronic voting systems for early voting with the AVC Edge voting systems. In addition, the two parishes that previously used the iVotronics voting systems for Election Day voting will use the AVC Advantage voting systems. Both voting systems, the AVC Advantage and AVC Edge, are equipped with an audio voting keypad to accommodate individuals with disabilities.

The AVM-POM voting machines are being replaced with the AVC Advantage voting systems that accommodate individuals confined to a wheelchair by lowering the ballot screen to a level that an individual would be able to reach. Originally, the state proposed to retrofit at least one voting system in each precinct in the twelve parishes that used the AVC Advantage voting systems for disability access. Instead, the State is retrofitting every existing AVC Advantage voting system with an audio voting keypad. In addition, the state has procured the AVC Advantage voting systems with the audio voting keypads for the fifty parishes that previously used the AVM-POM voting machines and the two parishes that previously had iVotronics for Election Day voting. HAVA provides that the requirement for a voting system to be accessible for individuals with disabilities is met if each polling place has at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities. When Louisiana issued its State Plan on August 1, 2003, Louisiana proposed to provide at least one accessible voting system in each precinct in the state. Louisiana has gone a step further and all voting systems in all precincts in the State of Louisiana will be accessible for individuals with disabilities.

### Section 1.1.c. Alternative language accessibility

- System shall provide alternative language accessibility pursuant to Section 203 of the Voting Rights Act of 1965.

## Louisiana's HAVA Compliance

According to the United States Department of Justice, Louisiana currently is not mandated to provide a foreign language ballot based upon statistics provided by the United States Bureau of Census, except for the Coushatta Tribe of Louisiana in Allen Parish. This tribe has waived its rights to have a ballot printed in their native language.

The AVC Advantage and AVC Edge voting systems are capable of accommodating multiple languages.

#### Section 1.1.d. Error rates

- Error rate of the voting system in counting ballots shall comply with the error rate standards established under Section 3.2.1 of the voting system standards issued by the Federal Election Commission (FEC) in effect on October 29, 2002.

#### Louisiana's HAVA Compliance

Both the AVC Advantage and AVC Edge voting systems meet the error rate standard provided in Section 3.2.1 of the 2002 FEC voting system standards.

#### Section 1.1.e. Uniform definition of what constitutes a vote

- State shall adopt uniform and nondiscriminatory standards that define what constitutes a vote and what will be counted as a vote for each category of voting system used in the State.

#### Louisiana's HAVA Compliance

Act 1220 of the 2003 Regular Session of the Louisiana Legislature complies with the HAVA requirement for a uniform definition of what constitutes a vote and what will be counted as a vote, as follows:

- a) Provides that in order to cast a vote on a voting system, a voter shall make at least one selection in a candidate or proposition election and that voting is completed by activating the cast vote mechanism.
- b) Provides that in order to cast a vote on a paper ballot, a voter must make a selection for a candidate, or for or against a proposition by completely filling in the oval to the right of a selection and returning the ballot to the appropriate election official within the applicable deadline set forth by law. Also provides that if a voter makes selections for more than the number of candidates to be elected for an office or makes selections for and against the proposition, the selections for that office or proposition will be void.

SECTION 1.1 VOTING SYSTEM STANDARDS		
VOTING SYSTEM STANDARDS	VOTING MACHINE COMPLIANCE IN LOUISIANA	
	AVC Advantage	AVC Edge
Permit the voter to verify the votes selected by the voter on the ballot before the ballot is cast and counted.	Yes	Yes
Provide the voter with the opportunity to change the ballot or correct any error before the ballot is cast and counted.	Yes	Yes
If the voter selects for more than one candidate for a single office, notify the voter that the voter has selected more than one candidate for a single office on the ballot; notify the voter before the ballot is cast and counted on the effect of casting multiple votes for the office, and provide the voter with the opportunity to correct the ballot before the ballot is cast and counted.	The AVC Advantage does not allow the voter to cast more than the maximum number of votes in a particular race. It will not allow the voter to illuminate another button to cast an overvote. It thereby meets this requirement and the notification part of this requirement is self-evident.	The AVC Edge does not allow the voter to cast more than the maximum number of votes in a particular race. It will not allow the voter to touch another button to cast an overvote. It thereby meets this requirement and the notification part of this requirement is self-evident.
Voting system shall produce a record with audit capacity for such system, including manual audit capacity.	AVC Advantage provides a printed version of the final results and a printed log of each vote cast on the voting system.	AVC Edge provides a printed version of the final results and a printed log of each vote cast on the voting system.

<b>SECTION 1.1 VOTING SYSTEM STANDARDS (CONTINUED)</b>		
<b>VOTING SYSTEM STANDARDS</b>	<b>VOTING SYSTEM COMPLIANCE IN LOUISIANA</b>	
	<b>AVC Advantage</b>	<b>AVC Edge</b>
Voting system shall be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired.	AVC Advantage provides access to individuals with disabilities and to visually impaired voters.	AVC Edge provides access to individuals with disabilities and to visually impaired voters.
Voting system shall provide alternative language accessibility pursuant to Section 203 of the Voting Rights Act.	AVC Advantage ballot style will allow alternate languages to be printed beside English text.	AVC Edge electronic ballot will allow for alternate languages.
Error rate of system shall comply with the error rate standard established under Section 3.2.1 of the voting system standards issued by the FEC in effect on October 29, 2002.	AVC Advantage meets the error rate standard under Section 3.2.1.	AVC Edge meets the error rate standard under Section 3.2.1.
State shall adopt uniform and nondiscriminatory standards that define what constitutes a vote and what will be counted as a vote for each category of voting systems used in the state.	Act 1220 defines what constitutes a vote and what shall be counted as a vote on an electronic voting system.	Act 1220 defines what constitutes a vote and what shall be counted as a vote on an electronic voting system.

## **SECTION 1.1 VOTING SYSTEM STANDARDS (CONTINUED)**

<b>VOTING SYSTEM STANDARDS</b>	<b>PAPER BALLOT COMPLIANCE IN LOUISIANA</b>
	<b>Paper Ballots used in Absentee Voting by Mail and Provisional Voting</b>
Establish education program that notifies each voter of the effect of casting multiple votes for an office and provide instructions on how to correct the ballot before it is cast and counted.	Louisiana already has in place an instruction sheet that is distributed with absentee by mail ballots pursuant to Act 1220 that includes instructions on filling out the ballot in pencil to allow for corrections and specific information about how to properly alter a selection.
Uniform and nondiscriminatory standard that defines what constitutes a vote and what will be counted as a vote.	Act 1220 defined what constitutes a vote and what shall be counted as a vote on a paper ballot distributed during absentee by mail voting or provisional voting.

## **Section 1.2 Provisional Voting (Section 302)**

HAVA requires that provisional voting be permitted in Federal elections on and after January 1, 2004 as follows:

- If an individual declares that he is a registered voter in the jurisdiction in which he desires to vote and that he is eligible to vote in an election for Federal office, but his name is not on the official list of eligible voters at a polling place or an election official asserts that the individual is not eligible to vote, the individual may cast a provisional ballot.
- The election official must notify the voter that he is eligible to cast a provisional ballot.
- The voter may cast a provisional ballot or absentee provisional ballot at the polling place or Registrar of Voters' office after signing an affirmation that states that he is a registered voter in the jurisdiction and that he is eligible to vote in the Federal election.

- The election official shall transmit the provisional ballot or the voter information contained in the written affirmation to the appropriate state or local election official to verify if the individual is eligible to vote.
- If the appropriate state or local election official determines that the individual is eligible to vote under state law, the individual's provisional ballot shall be counted as a vote in the Federal election in accordance with state law.
- At the time the individual casts a provisional ballot, the appropriate state or local election official shall give the voter written information that explains how to ascertain whether his vote was counted, and, if his vote was not counted, the reason that his vote was not counted.
- The appropriate state or local election official shall establish a free access system for an individual who casts a provisional ballot to determine whether his vote was counted, and if his vote was not counted, the reason that his vote was not counted.
- The state or local official must maintain reasonable procedures to protect the security, confidentiality, and integrity of personal information used for the free access system. Access to the information concerning the provisional ballot will be restricted to the individual voter who casts the provisional ballot.
- A provisional ballot shall also be cast by any individual who votes for a Federal office after the polls close pursuant to a court order or any other order extending the poll hours. Those provisional ballots cast shall be held separate from other provisional ballots cast by voters who cast provisional ballots during regular poll hours.

### Louisiana's HAVA Compliance

Louisiana complied with the provisional voting requirements of HAVA and legislation was passed in the 2003 Regular Session of the Louisiana Legislature to provide for provisional voting. Act 423 of 2003 Regular Session of the Louisiana Legislature implemented provisional voting in Louisiana only in elections for Federal office as follows:

- 1) Authorizes an individual to cast a provisional paper ballot for candidates for Federal office only if his name does not appear on the precinct register and he has not been authorized by the Registrar of Voters to vote by affidavit or his eligibility to vote has been challenged by the election poll workers or registrar/deputy registrar.

2) Procedure for provisional voting for Federal office at a polling place or the Registrar of Voters' office:

- Applicant fills in the provisional ballot envelope flap and signs the certificate on the flap attesting that he is a registered voter in the parish and is eligible to vote in the election for Federal office.
- Applicant marks the provisional paper ballot, places the provisional ballot in the provisional ballot envelope, seals the envelope, and returns the provisional ballot envelope to the commissioner or registrar/deputy registrar.
- Applicant who casts a provisional ballot shall be provided written instructions by the commissioner or registrar/deputy registrar that explains how the applicant may ascertain whether his provisional vote was counted, and, if his provisional vote was not counted, the reason his vote was not counted.

3) Counting of provisional ballots:

- The parish Registrar of Voters compiles a list of the names of individuals who voted on a provisional ballot.
- The Registrar of Voters, Secretary of State, and other state and local agencies shall compile and provide available registration documentation for the Parish Board of Election Supervisors (Parish Board) to determine if an individual casting a provisional ballot is a registered voter and eligible to vote in the Federal election.
- The Parish Board shall be responsible for counting and tabulation of provisional ballots for Federal office.
- Provisional ballots shall be counted by the Parish Board on the third day following the election.
- Candidates, their representatives, and qualified electors may be present during the counting and tabulation of provisional ballots.
- The Parish Board shall determine if a provisional ballot shall be counted.
- All provisional ballots that are rejected by the Parish Board shall be sealed in the special provisional ballot envelope. No rejected provisional ballot shall be counted.
- A member of the Parish Board shall remove the flaps from the valid provisional ballots. The valid provisional ballot flaps and supporting registration documentation shall then be placed in the designated envelope and transmitted to the Registrar of Voters.
- The members of the Parish Board shall count the valid provisional ballots by hand and the total number of provisional votes cast for a Federal candidate shall be entered on the final provisional ballot vote report and the results shall be certified.

- A copy of the signed list of provisional voters indicating which ballots were counted and which ballots were rejected shall be transmitted to the Secretary of State.

4) Provisional voting for Federal office during extension of poll hours:

- An applicant who votes during the extension of poll hours pursuant to a court order or any other order extending the poll hours shall vote by provisional ballot for Federal offices.
- The provisional ballots cast during the extension of poll hours shall be kept separate and placed in a separate envelope.
- The provisional ballots cast during the extension of poll hours shall be counted according to the same procedure set forth for provisional ballots cast during early voting in person or during regular poll hours.
- An emergency as defined by Louisiana law, La. R.S. 18:401.1, does not constitute a circumstance in which polling hours are delayed necessitating the use of provisional ballots.

5) Results of Federal election:

- The results of the Federal election prepared by the Parish Board shall also include the total provisional votes for each candidate for Federal office.

The Secretary of State, in conjunction with the Clerks of Court and Registrars of Voters, have complied fully with the requirements of HAVA for provisional voting as follows:

1) The Secretary of State prepared the forms that are required for provisional voting in Louisiana.

2) The Secretary of State established a free access telephone system that allows an individual who casts a provisional ballot to ascertain whether his vote was counted, and, if his vote was not counted, the reason that his vote was not counted. The provisional ballot instructions include a toll-free telephone number where access to the information about an individual's provisional ballot will be restricted to the individual who casts the ballot.

3) The Secretary of State provided an updated informational pamphlet supplement setting forth instructions for provisional voting, counting and tabulating provisional ballots, and posting of additional information for provisional voting required by HAVA. This supplement is being incorporated into the informational pamphlet that is provided to the commissioners.

4) The Clerks of Court and Registrars of Voters are responsible for implementing provisional voting for Federal offices at the polling places on Election Day and during early voting in person, respectively.

5) Provisional voting has been conducted in the following elections in Louisiana: Presidential Preference Primary election on March 9, 2004; United States President, United States Senator and United States Representative elections on November 2, 2004; and United States Representative elections on December 4, 2004.

### **Section 1.3 Voting Information Requirements (Section 302(b))**

Section 302(b) of HAVA requires, with respect to Federal elections held on and after January 1, 2004, the following voting information to be publicly posted at each polling place on the day of each election for Federal office:

- A sample version of the ballot that will be used for that election;
- Information regarding the date of the election and the hours during which polling places will be open;
- Instructions on how to vote, including how to cast a vote and how to cast a provisional ballot;
- Instructions for mail-in registrants and first-time voters under Section 303(b);
- General information on voting rights under applicable federal and state laws, including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if these rights are alleged to have been violated; and
- General information on federal and state laws regarding prohibitions on acts of fraud and misrepresentation.

### **Louisiana's HAVA Compliance**

Louisiana law requires the following information for Election Day voting, early voting in person, and absentee voting by mail:

1) La. R.S. 18:421B. requires the Secretary of State to develop and print cards of instruction to voters and commissioners which shall not be inconsistent with the constitution and laws of the United States or of this state and which shall be approved by the Attorney General.

2) La. R.S. 18:552A.(2) requires the Secretary of State to furnish the parish custodian of voting machines (Clerk of Court) for each parish two sample ballots for each voting precinct at which voting shall be conducted in an election.

3) La. R.S. 18:562 provides the requirements for the identification of voters. The Secretary of State prepared an informational poster that sets forth the requirements of R.S. 18:562, and informs the voter that he may sign an affidavit and vote if he does not have a Louisiana driver's license, a Louisiana special identification card, or other generally recognized picture identification.

4) La. R.S. 18:1306B.(2) requires the Secretary of State to prepare an informational pamphlet, approved by the Attorney General, generally describing the particular absentee counting equipment utilized in the election to count absentee ballots by mail and early voting ballots or voting systems used to cast early voting ballots. The pamphlet shall also include instructions that inform the voter how to cast his vote, which shall include instructions for marking the absentee by mail ballot and examples of the correct and incorrect methods of marking the ballot, if applicable.

Legislation was passed during the 2003 Regular Session of the Louisiana Legislature to comply with the HAVA voting information requirements.

Act 1220 of the 2003 Regular Legislative Session:

a) Requires the Secretary of State, in the case of a Federal election, to supply informational posters as required by the Help America Vote Act of 2002.

b) Requires the commissioners to post informational posters, if required, in addition to instructions, the statement of proposed constitutional amendments on the ballot, and a sample ballot in a conspicuous place at the principal entrance to the polling place.

Act 423 of the 2003 Regular Legislative Session:

a) Requires the commissioner or registrar/deputy registrar to provide an applicant who casts a provisional ballot with written instructions for how the applicant may ascertain whether the provisional vote was counted, and if the provisional vote was not counted the reason the vote was not counted.

The Secretary of State updated the following publications to meet the requirements of HAVA: 1) instructions on how to vote, including how to cast a vote and how to cast a provisional ballot, and 2) the informational pamphlet required by R.S. 18:1306 for absentee voting by mail to provide the voter who votes on a paper ballot with instructions on how to correct the ballot before it is cast and counted.

The Secretary of State also prepared new informational posters to provide the following: information regarding the date of the election and the hours during which polling places will be open; instructions for mail-in registrants and first time voters under Section 303(b); general information on voting rights under applicable federal and state laws, including information on the rights of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if these rights are alleged to have been violated; and general information on federal and state laws regarding prohibitions on acts of fraud and misrepresentation.

#### **Section 1.4 Computerized Statewide Voter Registration List (Section 303(a))**

Title III, Section 303(a) sets forth the computerized statewide voter registration list requirements:

- Requires a single, uniform, official, centralized, interactive computerized list of all legally registered voters in the state and each voter assigned a unique identifier.
- Any election official may obtain immediate access to the list or database.
- Requires computerized list maintenance.
- Requires removal of individuals in accordance with the NVRA.
- Requires coordination of felony status and death records with state agencies.
- Requires security preventing unauthorized access.
- Requires verification of certain voter registration information provided by applicants. (Should an individual provide the last four digits of his social security number, verification must be obtained from the Social Security Administration via link through the Office of Motor Vehicles that the number provided is an accurate and valid number. State Election Officials and Motor Vehicle Authority shall enter into an agreement to match information in the statewide registration database and the OMV database to verify accuracy of information provided on voter registration application.)
- Requires applicant to provide driver's license number, if issued, or last four digits of social security number, if issued. If applicant has neither, a unique number will be generated to identify the individual.
- Requires sharing of information in databases.

Compliance with Section 303(a) of HAVA must be completed on or before January 1, 2004, unless the state is granted a waiver of the deadline until January 1, 2006.

## Louisiana's HAVA Compliance

Since 1987, Louisiana has had in place a single, centralized computerized list of voters registered to vote in the State of Louisiana. By and large, the Elections and Registration Information Network (ERIN) already accomplished most of what HAVA envisioned. The system maintains all records of registered voters throughout the state and assigns each voter a unique identification number. However, the Department of State had to make a number of alterations to conform to the HAVA requirements.

ERIN already provided access to the Registrar of Voters in each parish. However, HAVA required all local election officials to have access to the system. Thus, the Clerk of Court, as the Chief Election Officer in each parish, was given inquiry access to ERIN. In order to accomplish this, the Clerk of Court in each parish was linked to the ERIN system via a series of routers, switches, and lines. This project was completed in 2004.

ERIN meets the requirements for removal of individuals in accordance with the NVRA. Duplicate names are eliminated from the list. In addition, regular list maintenance is performed, placing individuals who do not respond to mailings on an inactive list and purging them from the list of voters if they are inactive for the course of two Federal general elections. ERIN data is also compared to felony lists provided by the Louisiana Department of Public Safety and Corrections (DPS). Federal and state clerks of court receive death notices from the Louisiana Department of Health and Hospitals (DHHS). Individuals who have been convicted of a felony are suspended while under an order of imprisonment. Similarly, death notices are matched against ERIN data to allow for the removal of deceased voters. No modifications are necessary to meet HAVA's removal of voters requirement in keeping with the provisions of the NVRA.

ERIN provides customized software security disallowing unauthorized access. No modifications are necessary to meet the security requirements of HAVA.

In order to meet the registration information verification requirements of HAVA, certain modifications were required to the ERIN system as detailed below:

- Added field for driver's license number on application entry screen and forms.
- Added driver's license number and Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles (OMV) data to add/update screen.

- Developed applications to process verification and exchange information with OMV.
- Developed programs to update/add/load information provided by OMV.
- Developed reports for Registrars of Voters.

In addition to the in-house changes to ERIN, certain changes were made by the OMV to both their software and procedures to ensure compliance with the HAVA information verification requirements:

- The registrant's driver's license number is being preprinted on in-person voter registration applications submitted from the OMV.
- The exchange of information processes with the Department of State were developed.
- An interface with the Social Security Administration on the social security number verification method was developed.

The Department of State and DPS are currently exchanging information electronically via a secure encrypted protocol (VPN). An exchange data format has been developed to secure exchange data between the departments. In order to accomplish this information sharing, the following alterations were made to ERIN:

- Developed encryption software scripts.
- Developed program to capture data.

All of the changes necessary to meet the mandatory requirements of HAVA have been completed but work continues to enhance both the functionality and security of the interface developed between the agencies.

### **Section 1.5 Requirements for Voters Who Register By Mail (Section 303(b))**

Section 303(b) of HAVA sets forth the requirements for persons who register to vote by mail. The changes affect the information that is contained on the mail-in registration form and the information or proof of identity provided by the mail-in registrant.

Any mail-in registration form must contain the following information:

- Whether the registrant is a citizen of the United States.
- Whether the registrant will be 18 years of age or older by the next election date.
- Instructions on discontinuing the application process if the answer to one of these two questions is "no".

- Instructions that certain verification information must be provided with the mail-in registration form in order to avoid the necessity for the provision of additional verification information upon voting for the first time.

If the registrant has a driver's license number, that number must appear on the voter registration form. If the registrant does not have a driver's license number but has a social security number, at least the last four digits of the registrant's social security number must be provided on the voter registration form. If these numbers are issued and are not provided, the registration application cannot be processed. Certain alternative information may be provided by a mail-in registrant in order to avoid additional identification requirements upon voting for the first time. This information includes:

- A copy of a current and valid photo identification; or
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

Persons who fall into one of the following categories are exempted from the additional identification requirements:

- A registrant authorized to receive an absentee ballot under the Uniform and Overseas Citizens Absentee Voting Act (UOCAVA);
- A registrant authorized to vote otherwise than in person by Section 3(b)(2)(B)(ii) of the Voting Accessibility for the Elderly and Handicapped Act (VAEHA); or
- A registrant entitled to vote other than in person under any other Federal law.

If this identifying information is not provided or the registrant does not fall into one of the categories of authorized persons under UOCAVA, VAEHA, or any other Federal law, the new registrant must provide the following information upon voting for the first time in-person or by mail:

- Current and valid photo identification; or
- A copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter.

If this information is not provided, the voter will only be allowed to cast a provisional ballot.

## Louisiana's HAVA Compliance

In Act 1220 of the 2003 Regular Legislative Session, the legislature made changes that require all registrants to provide either a valid and current photo identification, driver's license number, social security number, or copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the registrant as a part of the registration process. This sought to assure that Louisiana would have the information necessary to apply Section 303(b)(3) and be exempted from Sections 303(b)(1) and 303(b)(2).

Act 403 of the 2006 Regular Session of the Louisiana Legislature addressed the requirements for the driver's license number or the last four digits of the social security number. Act 403 provides that no voter registration application shall be complete unless the applicant provides one of the following forms of identification: 1) a Louisiana driver's license number or Louisiana special identification card number, is issued, or the last four digits of the social security number, if issued; or 2) if the applicant does not have Louisiana driver's license number, Louisiana special identification card number or a social security number, the applicant must submit a copy of a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the applicant. See Act 403 of the 2006 Regular Session of the Louisiana Legislature attached as Appendix "2".

Louisiana revised its mail voter registration application (Form #0110) to comply with HAVA. See Form #0110 attached as Appendix "3". The mail voter registration application has been precleared by the United States Department of Justice, Voting Rights Division.

## **Managing Disbursement of HAVA Funds**

**SECTION 2. How the State will distribute and monitor the distribution of the requirements payment to units of local government or other entities in the State for carrying out the activities described in paragraph (1), including a description of – (A) the criteria to be used to determine the eligibility of such units or entities for receiving the payment; and (B) the methods to be used by the State to monitor the performance of the units or entities to whom the payment is distributed, consistent with the performance goals and measures adopted under paragraph (8). (Section 254(a)(2), 42 U.S.C. §15404(a)(3))**

The cost for conducting a Federal election is paid by the State of Louisiana through state general funds allocated to the Department of State. The cost of a

Federal election includes the following: ballot preparation and printing; precinct packets for Election Day voting; election materials for early voting in person and absentee voting by mail; promulgation of election returns; election expenses for the Clerks of Court (e.g. personnel charges for time spent on election functions outside the regular office hours of the Clerk of Court's Office and conducting schools for commissioners); per diem for the members of the Parish Board of Election Supervisors and their expenses; Election Day expenses such as the payment for commissioners and commissioners-in-charge, drayage contractors for hauling voting systems to and from the polling places, and precinct rentals; and Registrars of Voters' election expenses. If the election for Federal office is the only item on the ballot, the State is responsible for the entire cost of the election expenses for the Federal office. However, if state or local governing authorities have elections on the same ballot, the election expenses are distributed in accordance with the cost allocation provisions of the Louisiana Election Code.

The State of Louisiana is responsible for paying the costs of the following: all voting systems, equipment and supplies; storage of voting systems; maintenance of voting systems; maintenance and updates to the ERIN system; election publications; and forms used by the Clerks of Court and Registrars of Voters. There will be no distribution of requirements payments to units of local government or other entities.

## **Educational Programs**

**Section 3. How the State will provide for programs for voter education, election official education and training, and poll worker training which will assist the State in meeting the requirements of Title III. (Section 254(a)(3), 42 U.S.C. §15404(a)(3))**

### **Section 3.1 Election Official Education and Training**

The Clerk of Court for each parish is the Chief Election Officer of the parish and is responsible for the following election functions: qualifying local and municipal candidates; conducting general courses of instruction for commissioners-in-charge and commissioners; serving as a member of the Parish Board of Election Supervisors; and selecting deputy custodians.

The Registrar of Voters for each parish is responsible for the following voter registration and election functions: conducting voter registration; maintaining accurate voter registration records; conducting the annual canvass of registered

voters; making changes to voter registration rolls relative to reapportionment and changes in district lines; conducting early voting in person and absentee voting by mail; and serving as a member of the Parish Board of Election Supervisors.

The Parish Board of Election Supervisors consists of the Clerk of Court, the Registrar of Voters, the chairman of the parish executive committee of the Democratic and Republican parties or their designee, and a member appointed by the Governor. This body is responsible for the following: selecting the commissioners-in-charge at the beginning of each calendar year; drawing or appointing the commissioners prior to an election; sealing the voting systems before they are delivered to the polling places; breaking the seals on the voting systems after the election; certifying the official results of any election in the parish; and counting provisional ballots for Federal elections.

The Secretary of State keeps the Clerks of Court and Registrars of Voters updated on changes in the law, including changes required by HAVA. In addition, the informational pamphlet required by La. R.S. 18:421 is continually being updated to provide instructions and additional information that may be required by HAVA.

### **Section 3.2 Poll Worker Training**

The Clerk of Court for each parish is required to conduct courses of instruction for election poll workers (commissioners-in-charge, commissioners, and alternate commissioners). La. R.S. 18:431A. requires each Clerk of Court to semiannually conduct a general course of instruction for the commissioners and provide them with the following: a copy of the informational pamphlet provided by the Secretary of State; instructions for the use of the voting systems; instructions for conducting primary and general elections; and instructions on the commissioner's duty to offer a voter the opportunity to sign an affidavit and vote if the voter does not have picture identification. Commissioners' training also includes information about the proper etiquette for individuals with disabilities, and procedural techniques to best serve individuals with disabilities during the voting process. Each Clerk of Court will be provided with a Clerk of Court Training DVD prepared by the Department of State for use at commissioner schools. This DVD contains training information and instructions on the following: use of the AVC Advantage voting system; use of the new audio voting keypad; and the proper etiquette when an individual with a disability goes to the polls on Election Day. On Election Day, the audio voting keypad shall be offered by the commissioners to individuals who are visually impaired, blind, illiterate, physically disabled, or have difficulty understanding the written word.

La. R.S. 18:431B. authorizes the Clerk of Court to conduct a course of instruction, if needed, for commissioners-in-charge, commissioners, and alternate commissioners who are drawn or appointed to serve in each election. The course primarily covers the procedures to be used in the election for which the officials were selected.

The Secretary of State, in addition to amending the informational pamphlet to address the requirements of HAVA, has prepared precinct supply packets containing the following informational brochures on the voting process to election poll workers: information regarding the date of the election and the hours during which polling places will be open; instructions for mail-in registrants and first time voters under Section 303(b) of HAVA; general information on voting rights under applicable federal and state law, including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if these rights are alleged to have been violated; and general information on federal and state laws regarding prohibitions on acts of fraud and misrepresentation.

### **Section 3.3 Voter Education**

Voter education is of vital importance to the election process. Voter education includes the following: educating voters as to what is contained on the ballot; use of the AVC Advantage and AVC Edge voting systems; polling place locations; election dates for Election Day voting, early voting in person, and absentee voting by mail; voting at the precinct on Election Day; casting an absentee by mail ballot; early voting process; provisional voting; and registering to vote. The goal of voter education is to provide educational programs and information to all voters to facilitate a firm understanding of the election and registration processes and applicable laws that govern the conduct of elections in Louisiana. To that end, the Secretary of State is making it a priority to coordinate with governmental agencies and non-governmental organizations to ensure that all strata of the Louisiana population are reached through voter education programs. In addition, the State is making this information available to individuals with disabilities and is working with the disability community on how to more efficiently and effectively provide this information.

Act 286 of the 2003 Regular Session of the Louisiana Legislature requires the Secretary of State in administering the laws relating to the custody of voting systems and voter registration to do the following:

- Prescribe uniform rules, regulations, forms, and instructions as to standards for effective nonpartisan voter education. Standards shall address but shall not be limited to voter education concerning voter registration, balloting

- procedures, distribution of sample ballots, and effective voter education methods.
- Review current voter education programs within Louisiana.
  - Prepare an annual report on the effectiveness of voter education programs.
  - Develop activities, events, informational posters and pamphlets, and public service announcements for the implementation of an annual voter registration week, and generally be responsible for implementation of such voter registration week.

The rules and regulations relating to the annual voter registration week were adopted by the Secretary of State and published in the December 20, 2005 issue of the “Louisiana Register.” The Secretary of State currently is implementing a more comprehensive voter education program that meets the requirements of Act 286, and the following additional activities may be included in the program:

- Expansion of website information and toll-free telephone access to provide additional information to citizens on how to participate fully in the election process.
- Coordination with parish election officials to establish community-based programs for voter outreach and education programs.
- Continuation of student mock elections.
- Continuation of school-aged and college voter outreach and registration programs.
- Preparation of public service announcements for voter education and registration information.
- Conduct of seminars throughout Louisiana for voter education and registration.
- Coordination with NVRA officials and other civic groups to assist with voter registration drives.
- Coordination with other state officials to provide voter education on the use and operation of new voting systems.

## **Voting System Standards**

**SECTION 4. How the State will adopt voting system guidelines and processes which are consistent with the requirements of Section 301. (Section 254(a)(4), 42 U.S.C. §15404(a)(4))**

The State of Louisiana has both statutory provisions and administrative rules relative to the types and forms of voting systems that can be certified for use in the

state. On January 5, 2005, the Secretary of State adopted Louisiana's most recent version of the voting system standards that meet with his requirements for durability, accuracy, efficiency, and capacity. All voting systems must be certified by the Secretary of State based upon recommendations from a committee of experts appointed by him prior to use in the state (La. R.S. 18:1361).

## **HAVA Fund**

**SECTION 5. How the State will establish a fund described in subsection (b) for the purposes of administering the State's activities under this part, including information on fund management. (Section 254(a)(5), 42 U.S.C. §15404(a)(5))**

Act 142 of the 2003 Regular Session of the Louisiana Legislature established the Help Louisiana Vote Fund as a special fund in the State Treasury for the deposit of all funds received pursuant to HAVA. Act 142 provides that federal monies shall be deposited into the fund and allocated by the State Treasurer to one of the following five accounts: Election Administration Account; Voting Systems Account; HAVA Requirements Account; Voting Access Account; and College Program Account. The Help Louisiana Vote Fund is a separate fund from the state general fund and all interest earned on the investment of the monies in the fund shall be credited to the Help Louisiana Vote Fund.

The Secretary of State has provided written instructions to the State Treasurer as to the appropriate account into which the HAVA funds shall be deposited, including interest. Appropriations have been made by the Louisiana Legislature from the fund, and the Secretary of State will continue to oversee the expenditure of the monies from the fund in compliance with HAVA and the State of Louisiana accounting guidelines.

# State Budget

**SECTION 6. The State's proposed budget for activities under this part, based on the State's best estimates of the costs for such activities and the amount of funds to be made available, including specific information on – A) the costs of the activities required to be carried out to meet the requirements of Title III; B) the portion of the requirements payment which will be used to carry out activities to meet such requirements; and C) the portion of the requirements payment which will be used to carry out other activities. (Section 254 (a)(6), 42 U.S.C. §15404 (a)(6))**

In federal fiscal year 2003, Louisiana received \$4,911,421 in Title I, Section 101 funds for the purpose of improving the administration of elections for Federal office, and \$7,351,684 in Title I, Section 102 funds as reimbursement for the replacement of the AVM-POM voting machines. No state match funds are required for any Title I funds.

Louisiana received Title II federal funds in federal fiscal year 2004 (\$12,519,220) and in federal fiscal year 2005 (\$22,518,452). The maximum Title II payment for Louisiana was \$35,067,672.

Title II funds require a state match of five percent (\$1,845,666.95) to be provided by the State of Louisiana to match federal fund allocations only. The United States Election Assistance Commission (EAC) has advised the State of Louisiana that state match will not be required for any interest accumulations on Title II funds received. The Secretary of State has made budget requests for the five percent state match in the appropriations bills in state fiscal years 2003, 2004, 2005, and 2006. As of June 21, 2006, the State of Louisiana has already accumulated \$1,865,928.03 in actual expenses and encumbrances to meet the requirements of Title II of HAVA for state matching funds.

The proposed budget for HAVA funds was based on the priorities detailed below. Federal funding must first be used to address the mandates placed on the State of Louisiana by HAVA, specifically for the following: procurement of electronic voting systems; accessibility for individuals with disabilities; computerized statewide voter registration list; computerized list maintenance; and verification of registration information. The balance of the HAVA funds were to be used for discretionary improvements to the election and registration process.

The original budget estimates in the August 1, 2003 State Plan were based on various projections and the uncertainty in the funds required to implement the requirements of HAVA. After proceeding with the HAVA grant and procuring

the HAVA compliant voting system for Louisiana, it has been determined that the original estimated budget for Title II federal expenses for Louisiana should be revised accordingly. The federal fund budget allocations were subject to modification based on the uncertainty in tasks required to be performed under HAVA and unanticipated discretionary improvements to the election and registration process.

### **Estimated Budget for Title II Federal Expenses Based Upon The Louisiana State Plan dated August 1, 2003:**

<b>Budget Item</b>	<b>Title II Federal Funds Allocated</b>
Replacement of non-compliant lever-operated voting systems and upgrade of existing electronic voting systems to meet disability access requirements.	\$32,192,122
Statewide voter registration database, including software and hardware, and upgrade/replacement of software and hardware for Clerks of Court, Registrars of Voters and Secretary of State to provide access to ERIN and improve ballot preparation and voting system programming.	\$1,402,707
Voter education, election official education and training, and poll worker training for meeting the requirements of Title III of HAVA.	\$946,827
Update voting system standards.	\$35,068
Development of state plan(s), production of reports, monitoring of performance goals, fiscal management and management of the state plan.	\$455,880
Telecommunications.	\$35,068
Voting information requirements.	0 – State funds <sup>2</sup>
Provisional voting.	0 – State funds
State-based administrative complaint procedure.	0 – State funds
Requirements for first time voters who register by mail.	0 – State funds

The total amount of federal funds received by the Department of State was \$35,067,672. The State of Louisiana would be required to provide a match of five percent totaling \$1,845,666.95.

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<sup>2</sup> “State funds” denotes that money for this program or project will be provided out of funding allocated to the Department of State as a part of its annual state funded budgets.

## Estimated Budget for Title II Federal Expenses Based Upon Amended Louisiana State Plan

Budget Item	Title II Federal Funds Allocated
Replacement of non-compliant lever-operated voting systems and upgrade of existing electronic voting systems to meet disability access requirements, including installation, implementation and training.	\$26,800,000
1) Statewide voter registration database, including software and hardware, and services to upgrade/replace obsolete software and hardware for Clerks of Court, Registrars of Voters and Secretary of State to provide access to ERIN and improve voter registration, ballot preparation and voting system programming. 2) Implementation of technology to significantly enhance and improve voter registration, absentee and election day voting and reporting of activities. These improvements will require significant investments in hardware, software and services both at the state and local level. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistical and reporting capabilities.	**\$7,722,672
Voter education, election official education and training, and poll worker training for meeting the requirements of Title III of HAVA.	\$525,000
Update voting system standards.	0 – State funds <sup>3</sup>
Development of state plan(s), production of reports, monitoring of performance goals, fiscal management and management of the state plan.	\$20,000
Telecommunications.	0 – State funds
Voting information requirements.	0 – State funds
Provisional voting.	0 – State funds
State-based administrative complaint procedure.	0 – State funds
Requirements for first time voters who register by mail.	0 – State funds

\*\*As authorized by Section 251, 42 U.S.C. §15401(a)(2)(B), a portion of these funds will be used for other improvements to the administration of Federal

<sup>3</sup> “State funds” denotes that money for this program or project will be provided out of funding allocated to the Department of State as a part of its annual state funded budgets.

elections, as the amount does not exceed the minimum payment amount applicable to the State under section 252(c).

The total amount of federal funds received by the Department of State was \$35,067,672. As of June 21, 2006, the Department of State received \$1,807,303 in interest collections. The accrued interest as of June 21, 2006 remaining to be distributed to the Department of State is \$1,692,315.87. All current and future interest collections will be placed into funding for the statewide voter registration and election system.

## **Louisiana's Maintenance of Effort**

**SECTION 7. How the State, in using the requirements payment, will maintain the expenditures of the State for activities funded by the payment at a level that is not less than the level of such expenditures maintained by the State for the fiscal year ending prior to November 2000. (Section 254(a)(7), 42 U.S.C. §15404(a)(7))**

Louisiana has a state-driven election system and Louisiana has and will maintain the expenditures of the state for activities funded by the payment at a level equal to or greater than the level of such expenditures for Louisiana for fiscal year 2000.

## **Performance Goals and Measures**

**SECTION 8. How the state will adopt performance goals and measures that will be used by the State to determine its success and the success of units of local government in the State in carrying out the plan, including timetables for meeting each of the elements of the plan, descriptions of the criteria the State will use to measure performance and the process used to develop such criteria, and a description of which official is to be held responsible for ensuring that each performance goal is met. (Section 254(a)(8), 42 U.S.C. §15404(a)(8))**

### **Section 8.1 Replacement of lever voting machines**

- 1) Deadline: First Federal election on and after January 1, 2006. Louisiana received a waiver to extend the deadline from the first Federal election on and after January 1, 2004 to the first Federal election on and after January 1, 2006.
- 2) Criteria: Replacement of AVM-POM voting machines that comply with Title III of HAVA in the fifty parishes that used AVM-POM voting machines in the 2000 Federal election.
- 3) How Criteria is Judged: Success of meeting the performance goal is based on the number of the AVM-POM voting machines remaining in use in Louisiana after the 2006 deadline.
- 4) Responsible Official: Secretary of State.

### **Section 8.2 Voting accessibility for individuals with disabilities**

- 1) Deadline: First Federal election on and after January 1, 2006.
- 2) Criteria: Provide at least one direct recording electronic voting system for individuals with disabilities in each precinct in Louisiana. The Department of State has determined that every voting system used in the State of Louisiana will be accessible to individuals with disabilities.
- 3) How Criteria is Judged: Success of meeting the performance goal will be based on the placement or retrofitting of all direct recording electronic voting systems until all systems are accessible to individuals with disabilities in Louisiana.
- 4) Responsible Official: Secretary of State in cooperation with the Clerks of Court and Registrars of Voters.

### **Section 8.3 Statewide voter registration system**

- 1) Deadline: January 1, 2006.
- 2) Criteria: Implementation “in a uniform and nondiscriminatory manner, a single, uniform, official, centralized, interactive, computerized statewide voter registration list that is defined, maintained, and administered at the State level that contains the name and registration information of every legally registered voter in the State and assigns a unique identifier to each legally registered voter in the State”.

3) How Criteria is Judged: Success of meeting this performance goal was based on implementation of minor changes to ERIN to meet the requirements of HAVA. The State of Louisiana met its goal prior to January 1, 2006.

4) Responsible Official: Secretary of State in conjunction with the Registrars of Voters.

#### **Section 8.4 Provisional voting**

1) Deadline: January 1, 2004.

2) Criteria: Implementation of provisional voting for Federal elections and establishment of a free access system so that provisional voters can ascertain if their provisional ballots were counted.

3) How Criteria is Judged: Success of meeting this performance goal was based on the implementation of provisional voting in each parish at the polling places on Election Day and during early voting in person, and establishment of the free access system required for provisional voters. The State of Louisiana met its goal in 2004.

4) Responsible Official: Secretary of State in conjunction with the Clerks of Court and Registrars of Voters.

#### **Section 8.5 Posting of voting information**

1) Deadline: January 1, 2004.

2) Criteria: Posting of the required information at each polling place required by Section 302(b) of HAVA.

3) How Criteria is Judged: Success of meeting this performance goal was based on the preparation of the required information and the posting of the information at each polling place and each Registrar of Voters' office. The State of Louisiana met its goal in 2004.

4) Responsible Official: Secretary of State in conjunction with the Clerks of Court and Registrars of Voters.

## **Section 8.6 Voter education on how to correctly cast a ballot for a paper ballot voting system**

- 1) Deadline: January 1, 2006.
- 2) Criteria: Establishment of a voter education program for a paper ballot voting system that notifies the voter of the effect of casting multiple votes for an office and how to correct the ballot before it is cast and counted.
- 3) How Criteria is Judged: Success of meeting this performance goal was based on the establishment and implementation of the voter education program for the paper ballot voting system used in Louisiana. The State of Louisiana met its goal prior to January 1, 2006.
- 4) Responsible Official: Secretary of State in conjunction with the Clerks of Court and Registrars of Voters.

# **Administrative Complaint Procedure**

**SECTION 9 of the uniform, nondiscriminatory State-based administrative complaint procedures in effect under Section 402. (Section 254(a)(9), 42 U.S.C. §15404(a)(9))**

Act 423 of the 2003 Regular Session of the Louisiana Legislature established a uniform, nondiscriminatory procedure for the resolution of a complaint alleging a violation of any provision of Title III of HAVA for an election for federal office.

Elements of the Louisiana's Administrative Complaint Procedure include:

- The complaint must be in writing, signed by the complainant, executed before a notary public, and sworn to under oath.
- The complaint shall be filed with the Secretary of State within 90 days after the final certification of the Federal election.
- The complainant may request that the State Board of Election Supervisors (State Board) conduct a hearing on the record.
- The complainant, any respondent, or any other interested person may appear at the hearing and testify or present tangible evidence in connection with the complaint.

- The State Board shall determine whether a violation of Title III has occurred and shall issue a written decision.
- The final decision of the State Board shall be issued within 90 days from the date the complaint was filed, and the decision shall be posted on the Secretary of State's website.
- If the State Board fails to issue a final decision within 90 days from the date the complaint was filed or within any extension to which the complainant consents, the complaint shall be referred for final resolution to the Division of Administrative Law.
- An administrative law judge shall issue a written resolution of the complaint within 60 days after the final board decision was due.
- The final decision of the State Board or the final resolution of the administrative law judge may be judicially reviewed by filing a petition in the Nineteenth Judicial District Court, Parish of East Baton Rouge, within 30 days after the mailing of the notice of the final decision.

## **Use of Title I Payment**

**SECTION 10. If the State received any payment under Title I, a description of how such payment will affect the activities proposed to be carried out under the plan, including the amount of funds available for such activities. (Section 254(a)(10), 42 U.S.C. §15404(a)(10))**

Louisiana received \$4,911,421 in Title 1, Section 101 funds for the purpose of improving the administration of elections for Federal office.

### **Estimated Budget for Title I, Section 101 Federal Expenses Based Upon The Louisiana State Plan dated August 1, 2003**

<b>Budget Item</b>	<b>Title I Federal Funds Allocated</b>
Replacement of lever voting systems and upgrade of existing electronic voting systems to meet disability access requirements.	\$3,698,300
Voter registration system, equipment and information technology.	\$137,520
Toll-free telephone system.	\$44,203
Remaining Section 101 funds to be used for purposes outlined in Section 101.	\$1,031,398

## Estimated Budget for Title I, Section 101 Federal Expenses Based Upon The Amended Louisiana State Plan

<b>Budget Item</b>	<b>Title I Federal Funds Allocated</b>
Replacement of paper ballot voting system for early voting in person with new voting system, including installation, implementation and training.	\$1,538,759
1) Statewide voter registration database, including software and hardware, and services to upgrade/replace obsolete software and hardware for Clerks of Court, Registrars of Voters and Secretary of State to provide access to ERIN and improve voter registration, ballot preparation and voting system programming. 2) Implementation of technology to significantly enhance and improve voter registration, absentee and election day voting and reporting of activities. These improvements will require significant investments in hardware, software and services both at the state and local level. Initiatives will be focused on reducing manual data entry and processing, insuring the integrity of the process through more automated records retention, development of more secure, direct, interactive and integrated connections between local, state and federal agencies to insure proper list maintenance, web enabling functions making it easier for the citizenry to update their records and providing stakeholders with significantly enhanced statistical and reporting capabilities.	\$3,322,662
Remaining Section 101 funds to be used for purposes outlined in Section 101.	\$50,000

The total amount of Title I, Section 101 federal funds received by the Department of State was \$4,911,421. As of June 21, 2006, the Department of State received \$116,743 in interest collections. The accrued interest as of June 21, 2006 remaining to be distributed to the Department of State is \$218,237. All current and future interest collections will be placed into funding for the statewide voter registration and election system.

Louisiana received \$7,351,684 in Title I, Section 102 funds as reimbursement for the replacement of the AVM-POM voting machines. The Louisiana State Plan dated August 1, 2003 provided that \$654,360 of the \$7,351,684 would be used as reimbursement for the replacement of the lever voting systems and the money would serve as part of the five percent match required by Section 253(b)(5) of HAVA. The \$654,360 will remain in the Section 102 account and the funds will be used solely for the purpose of replacing the AVM-POM lever voting machines.

# State Plan Management

**Section 11. How the state will conduct ongoing management of the plan, except that the State may not make any material change in the administration of the plan unless the change – A) is developed and published in the Federal Register in accordance with Section 255 in the same manner as the State plan; B) is subject to public notice and comment in accordance with Section 256 in the same manner as the State plan; and C) takes effect only after the expiration of the 30-day period which begins on the date the change is published in the Federal Register in accordance with subparagraph (A). (Section 254(a)(11), 42 U.S.C. §15404(a)(11))**

The Secretary of State as the “chief election officer of the state” is responsible for the ongoing management and implementation of the plan. The State Plan is a critical component in Louisiana’s effort to improve accessibility and accountability in the election process, and the implementation and maintenance of the State Plan will be a continuation of Louisiana’s commitment to a progressive and efficient election and registration process.

Input from the Clerks of Court and Registrars of Voters in accomplishing the requirements of HAVA is essential and the Secretary of State will coordinate with the Clerks of Court and Registrar of Voters to review the performance goals and assess compliance with the objectives of Louisiana’s State Plan.

The State agrees that it may not make any material change in the administration of the State Plan unless the change:

- 1) Is developed and published in the Federal Register in accordance with Section 255 of HAVA in the same manner as the State Plan;
- 2) Is subject to public notice and comment in accordance with Section 256 of HAVA in the same manner as the State Plan; and
- 3) Takes effect only after the expiration of the 30-day period which begins on the date the change is published in the Federal Register.

# Changes to State Plan from Previous Fiscal Year

**SECTION 12. In the case of a State with a State plan in effect under this subtitle during the previous fiscal year, a description of how the plan reflects changes from the State Plan for the previous fiscal year and of how the State succeeded in carrying out the State Plan for such previous fiscal year. (Section 254(a)(12), 42 U.S.C. §15404(a)(12))**

The amended state plan contains funding changes to the state plan as follows:

- 1) Updated the estimated budget allocation for Title II federal funds.
- 2) Updated the estimated budget allocation and use of the Title I payments for Title I, Section 101 funds.
- 3) Provides that the \$654,360 of Title I, Section 102 funds will not be used for state matching funds for Title II federal funds.

## **State of Louisiana's Progress on the Implementation of HAVA:**

### **Merger of the Department of Elections and Registration into the Department of State:**

The Louisiana State Plan dated August 1, 2003 was prepared by the Department of State and the Department of Elections and Registration in conjunction with the Louisiana Help America Vote Advisory Committee and the Governor. With the adoption of Act 451 of the 2001 Regular Session of the Louisiana Legislature, the Department of Elections and Registration was merged into the Department of State as of January 12, 2004. Since the merger, there have been numerous changes in the staffing and goals of the Department of State. As a result, it was determined that the Louisiana State plan would be amended in its entirety.

### **Compliance with Section 301, Replacement of Lever Voting Machines, and Disability Access:**

Louisiana requested and received a waiver pursuant to Section 102(a)(3)(B) of HAVA to move the deadline for the replacement of the lever voting machines until the first Federal election held after January 1, 2006.

On July 12, 2005, the State of Louisiana issued a request for proposal for the procurement of a new statewide voting system to six companies who had voting

systems certified by the Department of State. On October 31, 2005, the State of Louisiana announced that Sequoia Voting Systems, Inc. was selected to replace all lever-operated voting machines with AVC Advantage voting systems and make Louisiana's voting system HAVA compliant. On December 13, 2005, the Department of State entered into a contract with Sequoia Voting Systems, Inc. for HAVA compliant AVC Advantage voting systems to replace all AVM-POM lever-operated voting machines in fifty parishes, replace the electronic voting systems with AVC Edge voting systems for early voting, and retrofit all existing AVC Advantage voting systems with audio voting capability for individuals with disabilities. Upon completion of the contract, all voting systems in Louisiana will be HAVA compliant and accessible to individuals with disabilities.

#### Implementation of Voting Systems:

Early voting: In 2006, the Department of State began receiving the AVC Edge voting system specified in the contract for early voting to replace the iVotronics which were previously purchased by the Department of Elections and Registration. The Department of State has received all AVC Edge voting systems and the systems are being implemented in each parish that has an election scheduled, with final implementation no later than August, 31, 2006.

Election Day voting: Existing AVC Advantage voting systems are currently being retrofitted with audio voting keypads to provide disability access for the systems that were in the twelve parishes that previously used the AVC Advantage voting systems.

Nine parishes used the new the AVC Advantage voting systems at the spring elections, April 1, 2006 and April 29, 2006.

Fourteen parishes will use new the AVC Advantage voting systems for proposition elections scheduled for July 15, 2006.

The remaining parishes will have the AVC Advantage voting systems implemented in their parishes for the September 30, 2006 statewide election.

#### **Provisional Voting:**

Act 423 of the 2003 Regular Session of the Louisiana Legislature authorized provisional voting in federal elections only in Louisiana.

In 2003 and 2004, the Department of State prepared forms for use in provisional voting. The Secretary of State established a free access system to allow an individual who casts a provisional ballot to ascertain whether his vote was

counted, and, if his vote was not counted the reason his vote was not counted. The Secretary of State prepared an updated informational pamphlet supplement providing election officials and poll workers with instructions for provisional voting, counting and tabulation of provisional ballots, and posting of information on provisional voting. The Secretary of State worked in conjunction with the Clerks of Court and Registrars of Voters to implement provisional voting for Election Day voting and early voting.

Provisional voting was conducted in elections for Federal offices on March 9, 2004 (Presidential Preference Primary), November 2, 2004 (Presidential Election and Congressional Primary), and December 4, 2004 (Congressional General). The following is a breakdown of the statistics for the number of provisional ballots that were cast, the number that were counted, and the number that were rejected:

#### **2004 PROVISIONAL VOTING STATISTICS**

<b><u>ELECTION DATE</u></b>	<b><u>NO. OF PROVISIONAL BALLOTS CAST</u></b>	<b><u>NO. OF PROVISIONAL BALLOTS COUNTED</u></b>	<b><u>NO. OF PROVISIONAL BALLOTS REJECTED</u></b>
March 9, 2004	273	168	105
November 2, 2004	5,880	2,312	3,568
December 4, 2004	29	25	4

#### **Voting Information Requirements:**

The Secretary of State provided each Clerk of Court with sample ballots to post at each precinct prior to the adoption of HAVA.

Act 1220 of the 2003 Regular Session of the Louisiana Legislature requires the Secretary of State to supply informational posters as required by HAVA. The act also requires the commissioners to post informational posters at the precinct. The Secretary of State prepared new informational posters that provided the following information: instructions for mail-in registrants and first time voters under Section 303(b); general information on voting rights under applicable federal and state laws, including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if these rights are alleged to have been violated; and general information on federal and state laws regarding prohibitions on acts of fraud and misrepresentation.

In 2004, the Department of State furnished posters providing the date of the election and poll hours to be posted at every precinct in the State of Louisiana. In addition, the Department of State prepared instructions that inform voters how to vote, how to cast a vote, and how to cast a provisional ballot.

In 2005, the Department of State amended the instructions for absentee voting by mail that were prepared in 2003 to comply with HAVA.

In 2006, posters indicating the accessible entrance at the polling place were added to every precinct supply package.

### **Computerized Statewide Voter Registration List:**

In 2004, the Secretary of State consolidated the network connecting the local Registrars of Voters and Clerks of Court. This consolidation provided inquiry access to ERIN to each Clerk of Court in each parish.

### **Registration information verification:**

In 2004, the Department of State began negotiations with the OMV to implement the verification requirements for driver's license number or the last four digits of the social security number. On October 28, 2005, the Department of State entered into an agreement with DPS for the verification of registration information for Louisiana driver's license number or Louisiana special identification card number.

On December 12, 2005, the DPS entered into an agreement with the Social Security Administration (SSA) for the verification of the last four digits of the social security number of applicants for registration.

In the fall of 2005, the Department of State established procedures for the verification of registration information including forms and instructions for use by the Registrars of Voters in verifying registration information. In addition, the Department of State conducted training seminars for the Registrars of Voters on the procedures for implementing the verification process.

On January 1, 2006, the Department of State began the process on the ERIN system for the verification of new voter registration applications by matching with the DPS-OMV records or the last four digits of the social security number. The process is continuing for registration applications as required by Section 303(a)(5)(A) of HAVA.

During the 2006 Regular Session of the Louisiana Legislature, Act 403 was enacted setting forth the statutory procedures for conducting the verification of registration information. See Appendix "2".

#### ERIN system modernization:

During the process for defining the modifications to the ERIN system to meet the HAVA requirements, it was determined that the changes were more extensive than originally planned and while the new verification process would work, it was cumbersome. Since the ERIN system had been in operation since the late 1980's, it was determined that the system was in need of a technology refresh. During the year, the functional requirements for the new system were documented and a contract was awarded through a bid process for the modernization of the system. Development work was initiated in the fall of 2005.

#### Computer upgrades:

In preparation for the new system, all of the PC's in the local Registrar of Voters' offices were upgraded to the most current models. Concurrently, planning began in earnest for the changes to the network that were needed to provide more secure connectivity throughout the state while providing an additional level of redundancy necessary to eliminate single points of failure that caused outages for a number of parishes at one time.

#### ERIN upgrades:

In 2006, development of the new system continued and Phase I of the project is expected to go live in August of 2006. This new system will contain all of the functionality from the old, but adds more user friendly functionality for meeting some specific HAVA requirements, such as duplicate registrant detection and verification procedures.

#### Records retention:

Given the devastating impact of two major hurricanes in Louisiana, another project will be initiated in July of 2006 to insure the retention of voter registration records through the imaging (scanning), indexing, storage and retrieval of paper documents. The Orleans Parish Registrar of Voters' office was selected as the pilot and once complete in this location, the project will be extended to the remaining parishes in the State of Louisiana.

#### Network upgrades:

From April through July of 2006, the planned upgrade to the network will be completed to facilitate better connectivity through increased bandwidth and increased redundancy.

### **Requirements of Registration Applications:**

In 2003, Act 1220 required all registrants to provide either a valid and current photo identification, driver's license number, social security number, or copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the registrant as a part of the registration process.

In October of 2005, the Louisiana mail voter registration application was amended to address the requirements of Section 303(b)(4)(A) of HAVA. The registration application was precleared by the United States Department of Justice, Voting Rights Division on December 19, 2005.

In 2006, Act 403 was enacted requiring a registrant to provide his Louisiana driver's license number or Louisiana special identification card number, if issued, or the last four digits of his social security number, if issued. Act 403 also provides that if the applicant does not have a Louisiana driver's license number, Louisiana special identification card number, or a social security number, that the applicant must provide a copy of a current and valid photo identification or a copy of a current utility bill, bank statement, government check, paycheck or other government document that shows the name and address of the applicant. The registration application cannot be processed if the applicant does not provide one of the forms of required identification.

Act 403 also requires that the registration information be verified before the applicant is added to the registration rolls. The requirement in state law that the applicant's registration information must be verified exempts the registrant from the additional verification requirements of Section 303(b)(1) and (b)(2) of HAVA.

### **Election Official Education and Training:**

Prior to the federal elections in 2004, the Department of State conducted training sessions for election officials on provisional voting. A supplement to the Informational Pamphlet was published and provided to the election officials to train election poll workers. In addition, each Clerk of Court was provided a VHS tape to use during election poll worker training on the etiquette of working with individuals with disabilities.

In the summer of 2006, each Clerk of Court will be provided by the Department of State with a Clerk of Court Training DVD for use during the commissioner schools containing information on disability access and proper etiquette for voters who are visually impaired, blind, illiterate, physically disabled, or have difficulty understanding the written word.

The supplement to the Informational Pamphlet for election poll workers is currently being amended to incorporate the provisions of provisional voting. In addition, information on the implementation of the voter registration verification, the use of the new voting systems, and on the etiquette for voters with disabilities is also being incorporated.

Training on the new voting system:

The Department of State has held parish by parish and statewide training on the new voting system for local election officials, and provides support to each parish through the first two elections on the new voting system.

**Voter Education:**

In Act 286 of the 2003 Regular Session of the Louisiana Legislature, the Department of State was required to adopt rules and regulations relating to the annual voter registration week. On December 20, 2005, the rules that were adopted by the Secretary of State were published in the “Louisiana Register”.

In August of 2005, the State of Louisiana conducted its first annual voter registration week (August 22-26, 2005) to inform the citizens of Louisiana as to voter registration and the voting process. The Department of State’s Outreach Division and parish Registrars of Voters continued their voter registration and voting information process activities throughout 2005. In January of 2006, the Department of State compiled information from its Outreach Division and from the parish Registrars of Voters. A comprehensive report was provided to the Governor, President of the Louisiana Senate, Speaker of the Louisiana House of Representatives, Chairman of the Senate and Governmental Affairs Committee of the Louisiana Legislature, and the Chairman of the House and Governmental Affairs Committee of the Louisiana Legislature. In addition, a copy of the report was given to each parish Registrar of Voters.

The following information was printed and distributed to the citizens of Louisiana and to aging and disability consortiums:

“Your Voice Register and Vote: A How to Guide” – This brochure contains the information an individual will need on voter registration, voting, special handicap program, election poll workers, complaints, and contacts. The Department of State printed 50,000 copies of this brochure. All copies have been distributed to the Registrars of Voters, Clerks of Court, the Department’s Outreach Program, and to aging and disability consortium groups throughout the State of Louisiana. The Department of State currently is in the process of updating this brochure in time

for the annual voter registration week and for voter outreach programs to demonstrate the new voting systems for the fall of 2006.

“State of Louisiana Voting Rights for Individuals with Disabilities and Residents of Nursing Homes” – This brochure is printed in larger print with simplified verbiage. It contains information for individuals with disabilities concerning voter registration, voting, special handicap program, complaints, and contacts. The Department of State printed 5,000 copies of this brochure. All copies have been distributed to the Registrars of Voters, Clerks of Court, the Department’s Outreach Program, and to aging and disability consortium groups throughout the State of Louisiana. The Department of State currently is in the process of updating this brochure in time for the annual voter registration week and for voter outreach programs for the fall of 2006. In addition, the Department of State will hold eight large seminars statewide for individuals with disabilities to provide information and demonstrate the new voting systems with the audio voting keypad.

“State of Louisiana Assisting Persons with Disabilities and Residents of Nursing Homes with the Right to Vote” – This pamphlet provides more technical information for individuals with disabilities concerning voter registration, voting, special handicap program, complaints, and contacts. The Department of State printed 5,000 copies of this pamphlet. The majority of these copies have been distributed to the Registrars of Voters, Clerks of Court, the Department’s Outreach Program, and to aging and disability consortium groups throughout the State of Louisiana.

“Louisiana Voter Registration Facts” – This pamphlet contains information on voter registration in the State of Louisiana. The Department of State printed 50,000 copies of this pamphlet. The majority of these copies have been distributed to the Registrars of Voters, and the Department’s Outreach Program for use at colleges, universities, community colleges, and high schools to encourage young individuals to register to vote in Louisiana.

“Guide to the Audio Voting Keypad” – This pamphlet is ready to be published and will be distributed statewide and used at the eight regional seminars for individuals with disabilities.

For 2006, the annual voter registration week will be held August 7-11, 2006, and the comprehensive report will provide guidance to the Registrars of Voters in conducting the annual voter registration week.

# Help America Vote Advisory Committee

**SECTION 13. A description of the committee which participated in the development of the State plan in accordance with Section 255 and the procedures followed by the committee under such Section and Section 256. (Section 254 (a)(13), 42 U.S.C. §15404(a)(13))**

The Secretary of State named the following members to serve on the Louisiana Help America Vote Advisory Committee:

+Honorable Al Ater (Chairman)  
Secretary of State  
Department of State  
P. O. Box 94125  
Baton Rouge, LA 70804-9125  
Secretary of State  
Designee: Renee' Free

\*Honorable Regina Barrow  
State Representative  
4305 Airline Highway  
Baton Rouge, LA 70805  
Representative of the Louisiana Legislative Women's Caucus

\*Honorable Louie Bernard  
Clerk of Court, Natchitoches Parish  
P.O. Box 476  
Natchitoches, LA 71458-0476  
Representative of the Clerks of Court

\*Honorable Cliff Dressel  
Clerk of Court, St. Mary Parish  
P.O. Drawer 1231  
Franklin, LA 70538  
Representative of the Clerks of Court Association  
Designee: Mark Graffeo

\*Ms. Dana Fairchild  
831 Silver Lane  
Port Allen, LA 70767  
At Large Member

+Honorable Jon A. Gegenheimer  
Clerk of Court, Jefferson Parish  
924 David Drive  
Metairie, LA 70003  
Chief Local Election Official in the second largest state jurisdiction  
Designee: Brian Freese

\*Honorable Rick Gallot, Jr.  
State Representative  
P.O. Box 1117  
Ruston, LA 71273-1117  
Representative of the House & Governmental Affairs Committee of the Louisiana  
Legislature  
Designee: Jennifer McGarr

+Mr. Cedric Grant (Vice Chairman)  
1201 Capitol Access Road  
Baton Rouge, LA 70804  
At Large Member

+Honorable Charles D. Jones  
State Senator  
141 Desiard Street, Suite 315  
Monroe, LA 71202  
Chairman of the Senate & Governmental Affairs Committee of the Louisiana  
Legislature

+Mr. Ernest Ladd  
106 Jackson Street  
Franklin, LA 70538  
Representative of the Louisiana NAACP

+Honorable Charles Lancaster  
State Representative  
P.O. Box 44486  
Baton Rouge, LA 70804  
Chairman of the House & Governmental Affairs Committee of the Louisiana  
Legislature  
Designee: Trish Lowrey-Dufour

\*Ms. Angie LaPlace  
Commissioner of Elections  
P.O. Box 94125  
Baton Rouge, LA 70804  
Representative of the Louisiana Department of State

\*Honorable John Moreau  
Registrar of Voters, St. Landry Parish  
P.O. Box 818  
Opelousas, LA 70571-0818  
Representative of the Registrars of Voters

\*Honorable Arthur Morrell  
Clerk of the Criminal Court, Orleans Parish  
2700 Tulane Ave., Room 115  
New Orleans, LA 70119  
Chief Local Election Official in the largest state jurisdiction  
Designee: Teri MacMurray

+Honorable Angela M. Quienalty  
Registrar of Voters, Calcasieu Parish  
1000 Ryan Street, Room 7  
Lake Charles, LA 70601-5250  
Representative of the Registrars of Voters Association

\*Honorable Cedric Richmond  
State Representative  
P.O. Box 44457  
Baton Rouge, LA 70804  
Representative of the Louisiana Legislative Black Caucus

\*Honorable John Russell  
Registrar of Voters, Tangipahoa Parish  
P.O. Box 895  
Amite, LA 70422-0895  
Representative of the Registrars of Voters

+Ms. Lois V. Simpson, Executive Director  
Advocacy Center  
225 Baronne Street  
New Orleans, LA 70112  
Representative of the disabilities community

+Honorable Chris Ullo  
State Senator  
2150 Westbank Expressway, Suite 705  
Harvey, LA 70058  
Representative of the Senate & Governmental Affairs Committee of the Louisiana  
Legislature

+Honorable M. Dwayne Wall  
Registrar of Voters, St. Tammany Parish  
P.O. Box 1815  
Covington, LA 70434-1815  
Representative of the Registrars of Voters

\*Ms. Erin Monroe Wesley  
Assistant Executive Counsel  
P.O. Box 94004  
Baton Rouge, LA 70804-9004  
Representative of the Governor's Office  
Designee: Michelle Ducharme

+Member during the 2003 drafting of the State Plan.

\*Member during the 2006 drafting of the Amended State Plan.

The Louisiana Help America Vote Advisory Committee met on June 29, 2006 to consider the draft of the Preliminary Amended State Plan, and adopted this plan by unanimous vote of the members present on June 29, 2006.

**APPENDIX 1**

**ABSENTEE BALLOT INSTRUCTIONS**

DEADLINES FOR REGISTRAR OF VOTERS TO RECEIVE ABSENTEE BALLOTS BY MAIL:	
FOR Uniformed and Overseas Citizens	ELECTION DAY
For sequestered jurors	BEFORE POLLS CLOSE ON ELECTION DAY
For all others	THE DAY BEFORE ELECTION DAY

### **REGULAR ABSENTEE BALLOT (White)**

#### **Instructions for voting WHITE regular absentee ballot for primary election**

1. Fill in all information required in the certificate on the white ballot envelope flap. **DO NOT SIGN CERTIFICATE AT THIS TIME.**
2. Follow instructions on the ballot to vote your ballot.  

**NOTE: Be sure to completely fill in the oval to the right of your selection with a black lead pencil. If you incorrectly mark the ballot, erase the incorrect mark completely and make a new mark. If you are unable to make a change on the ballot or correct any error on the ballot and need a replacement ballot, notify the registrar of voters for your parish. If you make selections for more than the number of candidates to be elected for an office, or make selections both for and against a proposition, your selections for that office or proposition will be void.**
3. Place ballot in white ballot envelope and seal. **DO NOT DETACH FLAP.**
4. **Sign the certificate on the flap in the presence of a notary public OR in the presence of two witnesses, who must also sign the certificate.**
5. Place the sealed ballot envelope in the return envelope addressed to the Registrar of Voters. Add postage, if necessary, and deposit it in the mail.
6. Your vote will be counted either by op-scan reader or manually.

### **SPECIAL ABSENTEE BALLOT (Green)**

#### **Instructions for voting GREEN special absentee ballot for general election - Uniformed and Overseas Citizens**

*(This ballot is the only ballot you will receive for the general election.)*

1. Fill in all information required in the certificate on the green ballot envelope flap. **DO NOT SIGN CERTIFICATE AT THIS TIME.**
2. Vote your ballot as follows:
  - a. In order to be certain that you will cast a vote that will be counted for a candidate who advances to the general election (runoff election) for a particular office, you must indicate your order of preference for each candidate by placing number one (1) in the box next to the name of the candidate who is your first choice, the number two (2) next to the name of the candidate who is your second choice, and so on until you have placed a number next to the name of each candidate. By numbering the candidates according to your order of preference, if your first choice candidate is eliminated in the primary and your second choice candidate advances to the general election, your second choice candidate will receive your vote and so on until your order of preference is exhausted.
  - b. You may, but are not required to, number all of the candidates for an office on the ballot. However, if you choose to number only one candidate, for instance, and if that candidate does not advance to the general election, you will NOT have cast a vote for a candidate for that office in the general election.
3. Place ballot in green ballot envelope marked "SPECIAL ABSENTEE BALLOT-GENERAL ELECTION" and seal. **DO NOT DETACH FLAP.**

**PROPOSED CONSTITUTIONAL AMENDMENT BALLOT:** If you have been provided with a ballot containing a proposed constitutional amendment, you must be careful to return it in the proper envelope for tabulation. This ballot will reflect either the primary election date or the general election date. If it reflects the same date as the white regular absentee ballot for the primary election, place it in the white envelope. If it reflects the same date as the green special absentee ballot for the general election, place it in the green envelope.

4. **Sign the certificate on the flap in the presence of a notary public OR in the presence of two witnesses, who must also sign the certificate.**
5. Place the sealed ballot envelope in the return envelope addressed to the Registrar of Voters. Add postage, if necessary, and deposit it in the mail.
6. Your vote will be counted either by op-scan reader or manually.

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### **ASSISTANCE TO VOTERS**

A voter is entitled to receive assistance in voting if he is (1) unable to read, or (2) unable to vote without assistance because of a physical handicap, including blindness. Persons prohibited from assisting voters:

1. No candidate can assist a voter.
2. No employer or employer's agent can assist an employee.
3. No union agent can assist a union member.

Except as provided above, voters entitled to assistance in voting may receive the assistance of any person of his choice.

The person assisting the voter in signing his name or making his mark shall explain to the voter that a signature or mark so made constitutes certification that all statements in the certificate are true and correct and that any person who knowingly provides false or incorrect statements is subject to a fine or imprisonment, or both. (*R.S. 18:1310 and 18:1461*)

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## **APPENDIX 2**

# **ACT 403 OF THE 2006 REGULAR SESSION OF THE LOUISIANA LEGISLATURE**

: Regular Session, 2006

## ACT No. 403

HOUSE BILL NO. 909

BY REPRESENTATIVE BRUNEAU

1 AN ACT 2 To amend and reenact R.S. 18:104(A)(16)(introductory paragraph), 115(F)(2)(d)(ii), 132, 3 133(A), 401.3(D)(4), 425(B)(1), 426(A)(1), 434(B)(7), 441(B)(1), 533(A), 4 553(B)(1)(b) and (2), 564(D)(2), 571, 572(A)(1), 573(A)(2), 583(D)(1), 601, 654, 5 1309(B), 1313(F)(1), 1334(heading), 1351(12), 1353(C)(4), and 1355(12), (13), (14), 6 (15), (16), and (17), to enact R.S. 18:18(D), 101.1, 104(G), 115(F)(2)(d)(iii), 152.1, 7 425(A)(4), 1308.3(C), 1314(F), and 1351(13), and to repeal R.S. 18:1353(C)(5) and 8 1355(18), relative to the election code; to make changes to the election code; to 9 authorize the secretary of state to enter into certain agreements with other states; to 10 provide for procedures for verification of registration information; to provide relative 11 to the forms of identification an applicant may use when registering to vote; to 12 require the registrar to verify that a displaced person applying to vote absentee by 13 mail has not registered in another jurisdiction; to provide relative to the offices and 14 branch offices of the registrars of voters when an emergency has affected such 15 office; to provide relative to the re-creation of destroyed records of the registrar; to 16 provide relative to procedures for tabulating legislative ballots regarding the 17 secretary of state's emergency plan; to authorize and provide for the use of additional 18 commissioners from other parishes when a parish has a shortage due to an 19 emergency; to provide relative to the requirements for the selection of 20 commissioners; to provide relative to the requirements to have the political party 21 designation of a candidate on the ballot; to provide for certification of polling places 22 as handicapped accessible; to provide relative to the location of multiple precincts 23 within a polling location; to specify when the filling of an anticipated vacancy is 24 premature; to specify certain requirements for a notice of retirement or resignation to become effective; to provide for the beginning of legislative service for certain purposes; to provide relative to proof of eligibility to vote with assistance; to remove references to voting machines, equipment, and paraphernalia no longer in use; and to provide for related matters. Be it enacted by the Legislature of Louisiana: Section 1. R.S.

18:104(A)(16)(introductory paragraph), 115(F)(2)(d)(ii), 132, 133(A), 401.3(D)(4), 425(B)(1), 426(A)(1), 434(B)(7), 441(B)(1), 533(A), 564(D)(2), 583(D)(1), 601, 654, 1309(B), 1313(F)(1), and 1334(heading) are hereby amended and reenacted and R.S. 18:18(D), 101.1, 104(G), 115(F)(2)(d)(iii), 152.1, 425(A)(4), 1308.3(C), and 1314(F) are hereby enacted to read as follows:

§18. Secretary of state; powers and duties

\* \* \*

D. The secretary of state may enter into cooperative agreements with other states to share voter registration information for purposes of determining whether a voter is registered in more than one state.

\* \* \*

§101.1. Verification of registration information The voter registration information provided by the applicant shall be verified as follows:

A. Applicants who have a Louisiana driver's license, Louisiana special identification card, or social security number:

(1) The registration information provided by the applicant shall be verified to ensure that the Louisiana driver's license number, Louisiana special identification card number, or the last four digits of the social security number provided by the applicant match the information maintained by the Louisiana Department of Public Safety and Corrections or the Social Security Administration.

(a) If a match is made, the registrar of voters shall add the applicant to the official list of voters and the registrar shall send a notice of registration to the applicant.

(b) If a match cannot be made, the registrar of voters shall notify the applicant in writing and inform him that he has ten days from the date on which the verification letter was mailed to respond to the verification letter. If the applicant responds to the verification letter and the registrar determines that the registration information can be verified and that he is eligible to register, the applicant shall be added to the official list of voters and the registrar shall send a notice of registration to the applicant. In the event the applicant does not respond to the verification letter within ten days, the application shall be rejected and the registrar shall so advise the applicant in writing. If the registrar's verification letter is returned by the United States Postal Service, the application shall be rejected and the registrar shall attempt to notify the applicant of such action.

(c) In the event the applicant responds to the verification letter and the registrar determines that the registration information cannot be verified, the registrar shall notify the applicant in writing and inform him that he has ten days from the date on which the final verification letter was mailed to appear in person at the registrar of voters office to prove his identity. If the applicant appears in person and the registrar determines that the applicant is able to prove his identity and that he is eligible to register, the applicant shall be added to the official list of voters and the registrar shall send a notice of registration to the applicant. If the applicant fails to appear in person at the registrar of voters office or fails to prove his identity, the application shall be rejected and the registrar shall so advise the applicant in writing. If the registrar's final verification letter is returned by the United States Postal Service, the application shall be rejected and the registrar shall attempt to notify the applicant of such action.

B. Applicants who do not have a Louisiana driver's license, Louisiana special identification card, or social security number:

(1) The registration information provided by an applicant who does not have a Louisiana driver's license, Louisiana special identification card, or social security number shall be verified with one of the following:

(a) A copy of a current and valid photo identification.

(b) A copy of a current utility bill, bank statement, government check, paycheck, or other

government document that shows the name and address of the applicant.

(2) If the applicant has not provided the registration information required in this Subsection, the registrar of voters shall notify the applicant in writing of the missing information and inform him that he has ten days from the date on which the notice was mailed to provide the information. If the applicant provides the information and the registrar determines that he is eligible to register, the applicant shall be added to the official list of voters and the registrar shall send a notice of registration to the applicant. In the event the applicant does not respond to the request for the missing information within ten days, the application shall be rejected and the registrar shall so advise the applicant in writing. If the registrar's request for missing information is returned by the United States Postal Service, the application shall be rejected and the registrar shall attempt to notify the applicant of such action.

\* \* \*

§104. Application for registration; form

A. The secretary of state, subject to approval by the attorney general as to content, shall prescribe the form that shall be used uniformly by each registrar in the state and any person authorized to accept voter registration applications in registering qualified citizens to vote. The form shall contain spaces for at least the following information with respect to the applicant:

\* \* \*

(16) Louisiana driver's license number or Louisiana special identification card number, if issued, or if no Louisiana driver's license or Louisiana special identification card has been issued, the last four digits of the social security number, if issued. The full social security number of the applicant may be provided on a voluntary basis by the applicant. If the applicant has neither a Louisiana driver's license number nor, a Louisiana special identification card, or a social security number, the applicant shall attach one of the following items to his application:

\* \* \*

G. No voter registration application shall be complete unless the applicant provides one of the forms of identification provided for in Paragraph (16) of Subsection A of this Section.

\* \* \*

§115. Registration by mail

\* \* \*

F.

\* \* \*

(2) The provisions of Paragraph (1) of this Subsection shall not apply in the case of the following:

\* \* \*

(d)

\* \* \*

(ii) When a person has submitted an application to vote absentee by mail pursuant to this Subparagraph, the registrar shall, prior to sending the absentee by mail ballot, contact the appropriate election official in the jurisdiction where the applicant has requested for his

absentee by mail ballot to be sent, attempt to verify that the person has not registered to vote in that jurisdiction, or if such jurisdiction has a statewide voter registration database, in that state. If the registrar finds that the person has registered in that jurisdiction or state, the person shall not be permitted to vote absentee by mail and the registrar shall proceed in accordance with the applicable provisions of Part V of this Chapter.

(iii) Upon expiration of the effectiveness of Item (i) of this Subparagraph, any voter who has voted absentee by mail pursuant to this Subparagraph who has not voted during early voting or at the polls on election day shall not be considered to have previously voted in the parish in which he is registered for purposes of Paragraph (1) of this Subsection and shall be subject to the requirements of that Paragraph.

\* \* \*

#### §132. Offices furnished registrar; supplies; expenses

A. Except as otherwise provided by law, the governing authority of each parish shall furnish the office space required by law for the registrar and also shall be responsible for the cost of all equipment and supplies, including all furniture, books, stationery, and other expenses for the operation of each office necessary to enable the registrar fully to discharge his duties. The parish governing authority shall provide space for the registrar's principal office in the courthouse or in close proximity thereto, and this office shall be accessible and convenient to the residents of the parish. The space to be used for this office shall be specifically designated by the parish governing authority, which shall designate adequate space to enable the registrar to fully discharge his duties. No other official or unit of government shall have authority to designate or allocate such office space. Before the expenses are paid, the registrar shall furnish the head of the parish governing authority a budget of anticipated expenses for each succeeding year.

B. If the office of the registrar is destroyed, inaccessible, or unsafe during or following a gubernatorially declared state of emergency, the registrar may utilize a temporary office to discharge his duties until an office that meets the requirements of this Section becomes available. Such temporary office shall be located within the parish, or if there is no appropriate location within the parish due to the emergency, then in an immediately adjacent parish, or if there is no appropriate location in any immediately adjacent parish due to the emergency, then in the nearest parish in which there is an appropriate location.

#### §133. Branch offices; mobile registration units; mandatory registration drives

A. All branch offices, whether temporary or permanent, shall be located in permanent buildings, except mobile registration units. However, if a branch office of a registrar is destroyed, inaccessible, or unsafe during or following a gubernatorially declared state of emergency, the registrar may utilize a temporary building as a branch office until an office that meets the requirements of this Section becomes available. Such branch office shall be located within the parish, or if there is no appropriate location within the parish due to the emergency, then in an immediately adjacent parish, or if there is no appropriate location in any immediately adjacent parish due to the emergency, then in the nearest parish in which there is an appropriate location.

\* \* \*

#### §152.1. Destruction of records of the registrar of voters

If original records of a registrar of voters are destroyed as a result of catastrophic loss or damage, every attempt shall be made to re-create the records. Computer records

from the secretary of state's database shall be deemed the original records until such time as the records can be re-created.

\* \* \*

§401.3. Emergency plan by secretary of state; gubernatorial and legislative approval

\* \* \*

D.

\* \* \*

(4) On At any time after the deadline for submitting the ballots as provided in Paragraph (3) of this Subsection, but prior to the seventeenth eighteenth day after the date on which the ballots were mailed, or prior to the seventh eighth day after the date on which the ballots were delivered to the members of the legislature in session as provided in this Subsection, the secretary of the Senate and the clerk of the House of Representatives shall, at a public meeting, jointly open and tabulate the vote in roll call order for each house of the legislature. The clerk and the secretary shall hold such ballots unopened and shall not disclose the contents to any person until the day when such ballots are opened and tabulated. The tabulation sheet shall indicate by name each member who voted in favor of the plan, each member who voted against the plan, each member who did not return the ballot by the deadline, and each member whose ballot was invalid because it was not marked or signed by the member. The secretary of the Senate and the clerk of the House of Representatives shall each sign the tabulation sheet and cause a certified copy thereof to be transmitted to the secretary of state, the governor, and the chairmen of the Senate Committee on Senate and Governmental Affairs and House Committee on House and Governmental Affairs.

\* \* \*

§425. Commissioners

A.

\* \* \*

(4) For an election held within one year following the date of the issuance of any gubernatorial proclamation declaring a state of emergency, if a parish board of election supervisors determines that there is a parishwide shortage of commissioners because a significant number of commissioners have been temporarily displaced due to such emergency, the board may submit a written request to the secretary of state, on or before the twenty-third day prior to an election, for additional commissioners from other parishes. The written request shall include the number of additional commissioners requested and an explanation of the need for additional commissioners. If the secretary of state determines that there is a need for additional commissioners and that the allocation of additional commissioners is feasible, the secretary of state shall approve the request and notify the parish board of election supervisors of the parish affected by the emergency. The board of such affected parish shall request the parish boards of election supervisors to submit lists of available commissioners by the fifteenth day prior to the election. The board of the affected parish shall select commissioners to serve in the affected parish from such lists based on availability, proximity and, to the extent possible, the requirements for representation based on recognized political party affiliation as provided for in R.S. 18:434(B)(7). The clerk of court of the affected parish shall ensure that the selected commissioners have received adequate training on the voting machines

that are used in the affected parish and on any procedures necessary for the conduct of the election. The selected commissioners, upon approval by the secretary of state, shall be entitled to appropriate reimbursement for travel expenses.

B. Qualifications and classifications. (1) A qualified voter who is not entitled to assistance in voting and is not a candidate in the election may be selected as a commissioner in any precinct of the ward where he is registered to vote, except pursuant to R.S. 18:434(B) and (D) in which case he may be selected as a commissioner in any precinct of the parish where he is registered to vote or as otherwise provided in Paragraph (4) of Subsection A of this Section.

\* \* \*

§426. Alternate commissioners; qualifications, powers, and duties; oath and compensation

A. Qualifications. (1) A qualified voter who is not entitled to assistance in voting and is not a candidate in the election may be selected as an alternate commissioner in any precinct of the ward where he is registered to vote, except pursuant to R.S. 18:434(D) in which case he may be selected as a commissioner in any precinct of the parish where he is registered to vote or as otherwise provided in R.S. 18:425(A)(4).

\* \* \*

B.

\* \* \*

(7) When the appropriate number of commissioners have been selected, as provided in Paragraphs (4), (5), and (6) of this Subsection, the person conducting the drawing shall determine if each recognized political party recognized pursuant to R.S. 18:441(C) having one or more local or municipal candidates on the ballot to be voted on in the precinct is represented by at least one commissioner. If none, one ball shall be set aside for each recognized political party recognized pursuant to R.S. 18:441(C) thus still to be represented, beginning with the last ball drawn for a person affiliated with a recognized political party recognized pursuant to R.S. 18:441(C) that has more than one commissioner at the precinct. The drawing shall continue until one of the persons affiliated with each of such political parties is selected, unless there are no remaining certified commissioners in the parish to represent such political parties.

\* \* \*

§441. Recognition

\* \* \*

B.(1) A political party shall be recognized if ninety days prior to the opening of the qualifying period for any election at least one thousand registered voters in the state are registered as being affiliated with such political party; such political party has filed a notarized registration statement as described in Paragraph (2) of this Subsection with the secretary of state; and the political party has paid a registration fee of one thousand dollars to the secretary of state upon filing the registration statement. The political party designation of a candidate shall not be listed on the ballot unless the political party was recognized prior to the close of qualifying for the office the candidate is seeking.

\* \* \*

§533. Establishment and location of polling places; responsibility for

acts or omissions

A. Establishment. (1) The governing authority of each parish shall establish one polling place for each precinct. Each polling place shall be equipped with proper electric current, fixtures, and outlets necessary to properly operate the voting machines and otherwise to conduct the election. Each polling place shall have sanitary facilities available. The governing authority shall certify to the secretary of state that each polling place meets the accessibility standards for individuals with disabilities adopted by the secretary of state.

(2) The parish governing authority shall, to the extent possible, locate multiple precincts in a polling location, if it determines after due consideration that to locate multiple polling places within the same polling location would be efficient, cost-effective, and convenient to voters.

\* \* \*

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§564. Assistance in voting

\* \* \*

D.

\* \* \*

(2) A voter shall also be entitled to assistance without having filed with the registrar a statement setting forth the necessity and reasons for this assistance if, on election day, the voter presents to the commissioner-in-charge a physician's certificate indicating the voter's inability to vote without assistance because of a physical handicap, or a current mobility-impaired identification card bearing a photograph of the voter and the international symbol of accessibility issued by the secretary of the Department of Public Safety and Corrections as authorized by the provisions of R.S. 47:463.4. The commissioner-in-charge shall place the any physician's certificate presented by a voter in the envelope marked "Registrar of Voters" and attach the envelope to the precinct register.

\* \* \*

§583. Procedure for anticipated vacancies

\* \* \*

D.(1) An appointment to fill an anticipated vacancy shall be made at the time the office is actually vacated and such appointment shall be made in accordance with the provisions of law applicable to the filling of vacancies in the affected office. An appointment to fill an anticipated vacancy that is made prior to the time the office is actually vacated is premature and without effect.

\* \* \*

§601. Vacancy in office of state legislators; legislative service

A. If a vacancy in the office of a state legislator occurs and if six months or more of the term remains unexpired, then within ten days of the vacancy occurring, the presiding officer of the house in which the vacancy occurs shall determine the dates of the primary and general elections and the dates of the qualifying period for the election and shall issue a proclamation advising of the vacancy and setting forth the election dates and dates of the qualifying period for candidates. However, if the deadline for issuing the proclamation falls on a Saturday, Sunday, or other legal holiday, then the next day which is not a Saturday, Sunday, or legal holiday shall be deemed to be the final day for issuing such proclamation. The speaker of the House of Representatives or the president of the Senate shall immediately forward such information to the secretary of state, who shall

within twenty-four hours after receipt of the information notify all election officials having any duty to perform in connection with a special election to fill such vacancy, including the parish boards of election supervisors for the parish or parishes in which the vacancy occurred. The secretary of state shall also publish the proclamation in the official journal of each parish in which the election is to be held.

B. For purposes of Article III, Section 4(E) of the Constitution of Louisiana only, the service of a person who is elected to fill an unexpired term in the office of state legislator shall begin at the time such person takes the oath of office before his house of the legislature.

\* \* \*

#### §654. Effect of filing of resignations

A. Except for members of the legislature, a notice of retirement or resignation shall not be effective until the original notice of retirement or resignation is received by the secretary of state and shall become irrevocable upon such receipt by the secretary of state.

B. A notice of retirement or resignation of a member of the legislature shall become irrevocable upon receipt by the presiding officer of the house of the legislature to which the member was elected.

\* \* \*

#### §1308.3. Special provision for temporarily displaced persons

C. When a person has submitted an application to vote absentee by mail pursuant to this Section, the registrar shall, prior to sending the absentee by mail ballot, contact the appropriate election official in the jurisdiction where the applicant has requested for his absentee by mail ballot to be sent, attempt to verify that the person has not registered to vote in that jurisdiction, or if such jurisdiction has a statewide voter registration database, in that state. If the registrar finds that the person has registered in that jurisdiction or state, the person shall not be permitted to vote absentee by mail and the registrar shall proceed in accordance with the applicable provisions of Part V of Chapter 4 of this Code.

#### §1309. Early voting application and early voting

\* \* \*

B. For the purpose of facilitating early voting, the registrar may designate, in addition to the location for early voting provided in Subsection A hereof, one branch office wherein early voting may be conducted. Any such branch office shall be located in a public building and the hours during which early voting may be conducted therein shall be fixed by the registrar as provided in Subsection A of this Section. However, if a branch office of a registrar is destroyed, inaccessible, or unsafe during or following a gubernatorially declared state of emergency, the registrar may utilize a temporary building as a branch office to discharge his duties until an office that meets the requirements of this Section becomes available. Such temporary office shall be located within the parish, or if there is no appropriate location within the parish due to the emergency, then in an immediately adjacent parish, or if there is no appropriate location in any immediately adjacent parish due to the emergency, then in the nearest parish in which there is an appropriate location.

\* \* \*

#### §1313. Tabulation and counting of absentee by mail and early voting ballots

\* \* \*

F. The procedure for counting absentee by mail or early voting ballots shall be as follows:

(1) A member of the board shall remove the envelopes containing the absentee by mail and early voting ballots and early voting absentee applications from the special absentee by mail and early voting ballot envelope.

\* \* \*

§1314. Absentee by mail and early voting commissioners

\* \* \*

F. For an election held within one year following the date of the issuance of any gubernatorial proclamation declaring a state of emergency, if a parish board of election supervisors determines that there is a parishwide shortage of absentee by mail and early voting commissioners because a significant number of absentee by mail and early voting commissioners have been temporarily displaced due to such emergency, the board may submit a written request to the secretary of state for additional absentee by mail and early voting commissioners from other parishes in the same manner as provided in R.S. 18:425(A)(4). Approval, selection, training, and reimbursement of expenses of such absentee by mail and early voting commissioners shall be in the same manner as provided in R.S. 18:425(A)(4). Nothing in Subsection A of this Section shall prohibit an absentee by mail and early voting commissioner from serving in another parish pursuant to this Subsection.

\* \* \*

§1334. Electioneering in connection with early voting in nursing homes; enforcement; penalty

\* \* \*

Section 2. R.S. 18:553(B)(1)(b) and (2), 571, 572(A)(1), 573(A)(2), 1351(12), 1353(C)(4), and 1355(12), (13), (14), (15), (16), and (17) are hereby amended and reenacted and R.S. 18:1351(13) is hereby enacted to read as follows:

§553. Inspection and preparation of voting machines at polling places; precinct registers and supplemental list

\* \* \*

B. Inspection of the voting machines. After the commissioners take their oath and before the time for opening the polls, the commissioners, in the presence of the watchers, shall prepare the polling place for voting as follows:

\* \* \*

(1)

\* \* \*

(b) If the numbers do not agree, the commissioners shall notify the parish custodian, and the commissioners shall not proceed further in the preparation of the voting machine for voting until a representative of the parish custodian has reexamined the voting machine and certified that it is properly arranged. If the numbers agree, the commissioners shall open the envelope, take out the keys, and open the door. On mechanical voting machines incapable of producing printed results, ~~the commissioner shall open the doors concealing the counters.~~

(2)(a) On mechanical voting machines incapable of producing printed results, the

~~commissioners shall carefully examine each counter and determine that it registers zero. If a counter other than the protective counter does not register zero, the commissioners shall immediately notify the parish custodian, who shall, if practical, cause the counters to be readjusted to zero. If it is impractical to readjust the counters before the polls open, the commissioners shall immediately make a written statement of the letter and number designating each counter and the number registered on the counter. The commissioners shall post this statement at the polling place throughout the election. When the commissioners count and tabulate the votes, they shall subtract the number registered on the counter before the polls opened from the number registered on that counter after the termination of voting. The commissioners shall preserve the written statement as part of the election returns.~~

(b) On printer-type mechanical and electronic voting machines, the The commissioners shall cause each machine to produce a zero proof sheet. Determine from the zero proof sheet that each counter on that machine is set at zero. Sign and certify to the correctness of each zero proof sheet. Immediately post each zero proof sheet within the polling place. If any zero proof sheet is illegible or damaged, immediately notify the parish custodian who will take action necessary to make the machine operative. If any zero proof sheet indicates that any candidate or question counter does not register zero, immediately notify the parish custodian, who will, if practical, readjust the counters. If it is impractical to readjust the counters before the polls open, immediately make a written statement of the letter and number designation on each counter and the number registered on the counter. Post this statement at the polling place throughout the election and preserve the statement as part of the election returns.

\* \* \*

#### §571. Counting and tabulating the votes

A. At the termination of voting in a primary or general election, the commissioners shall announce that voting is terminated. The commissioners in the presence of the watchers shall immediately:

(1) Secure the voting machines against further voting and expose the count on the voting machines, leaving the counter in full view of the watchers.

~~(2) For mechanical voting machines, seal each voting machine with the seal provided, so that the voting and counting mechanism cannot operate.~~

(3)(2)(a) Cause each voting machine to produce a set of four identical final result tally sheets, except that when a consolidation cartridge is used only three identical final result tally sheets from each machine shall be produced.

(b) If a consolidation cartridge is used, cause the consolidation cartridge to produce a set of four identical consolidation election result sheets.

(c) Examine, sign, and certify each set of final result tally sheets and, if produced, consolidation election result sheets.

~~(d) If tabulation blank and compiled statement forms are used, transcribe the vote from each voting machine from the final result tally sheet to the tabulation blank and compiled statement forms.~~

(e)(d) If a voting machine produces a set of final result tally sheets or consolidation election result sheets which is illegible or damaged, notify the parish custodian of voting machines who shall provide technical assistance in obtaining the election results from such machine.

(4)(3)(a) Complete in triplicate Certificate No. 2 of the composite certificate designated "Machine Certificates", which shall state (i) that the voting machines were secured against further voting, (ii) the exact time the voting machines were secured against further voting, (iii) the number on each voting machine, (iv) the number shown on the public counter of each voting machine, which shall be the total number of votes cast on that machine in the election, and (v) the number shown on the protective counter of each voting machine, and (vi) for mechanical voting machines, ~~the number of the seal used on each voting machine.~~

(b) Sign the completed machine certificates.

(5)(4) Sign and certify to the correctness of the duplicate poll lists.

~~(6) In parishes in which tabulation blank and compiled statement forms are used, complete in duplicate two separate compiled statements of the election results at the proper place on the combined tabulation blank and compiled statement forms; and sign and certify as correct both originals and both duplicates of the combined tabulation blank and compiled statement forms.~~

(7)(5) Announce the results of the election in the order the offices, candidates, and propositions are listed on the ballot, announce that the results of the election will be posted at the polling place for public review, and post the results of the election at a conspicuous place at the polling place for public viewing.

~~(a) For mechanical voting machines, post one of the duplicate tabulation blank and compiled statement forms or one copy of the final result tally sheet for each voting machine.~~

(b) For electronic machines, (i) if no consolidation election result sheet is produced, post one copy of the final result tally sheet for each voting machine, or

(ii) if a consolidation election result sheet is produced, post one copy of the consolidation election result sheet.

(8)(6) Complete in duplicate the list of commissioners. The list of commissioners shall contain the name, address, and social security number of each commissioner and the commissioner-in-charge who served at the polling place and shall be signed by each commissioner and the commissioner-in-charge. The commissioner-in-charge shall indicate beside the signature of each commissioner whether he attended the special school held prior to the election as required by the provisions of R.S. 18:431(B).

(9) (7) Place the duplicate list of commissioners, all duplicate records of challenges, all duplicate affidavits of voters, any physicians' certificates, and any address confirmation cards in the envelope marked "Registrar of Voters", seal it and attach it to the precinct register; seal the precinct register.

(10) (8) Seal any original affidavits of voters and original challenges of voters that have been executed; one of the original tabulation blank and compiled statement forms, if produced; the zero proof sheet; one copy of the final result tally sheets; one copy of the consolidation election result sheet, if produced; one of the duplicate poll lists; and a copy of the machine certificates in the envelope marked "Put in Voting Machine"; and place in or attach to a voting machine that envelope and the sealed precinct register.

(11) (9)(a) If applicable, lock the doors of the voting machines.

(b) If the voting machines do not have doors, secure the voting machines and election paraphernalia in accordance with the procedures in the informational pamphlet as provided in R.S. 18:553.1.

(12) (10) Where applicable, place the keys to the voting machines in an envelope, which then shall be sealed and signed by all of the commissioners.

B. The zero proof sheets; the original tabulation blank and compiled statement forms, if produced; final result tally sheets from each voting machine; and the consolidation election result sheets, if produced, shall be the official election results and shall form a part of the official election returns.

§572. Transmission of election returns; voting machine keys; machine certificates

A.(1) Upon completion of the counting and tabulating of votes, the commissioner-in-charge shall immediately:

(a) Mail to the secretary of state the following:

~~(i) One of the duplicate tabulation blank and compiled statement forms, if produced.~~

(ii) (i) One copy of the final result tally sheets.

(iii) (ii) One copy of the consolidated election result sheets, if produced.

(iv) (iii) One of the duplicate poll lists.

(v) (iv) One copy of the machine certificates.

(b) Deliver to the clerk of court the following:

(i) The keys to the voting machines, if applicable.

(ii) The original of the machine certificates.

(iii) The original of the signed list of commissioners.

~~(iv) One of the original tabulation blank and compiled statement forms, if produced.~~

(v) (iv) One copy of the final result tally sheets.

(vi) (v) One copy of the consolidation election result sheet, if produced.

(vii) (vi) All election result cartridges, if applicable.

\* \* \*

§573. Evidence of election results

A.

\* \* \*

(2) On the day immediately preceding the election, the clerk of court shall prominently post in his office a notice of the time and place where the voting machines will be opened after the election. If no order requiring an earlier opening has been issued, then at the time and place designated in the notice, the clerk of court, assisted by at least one member of the parish board of election supervisors, in the presence of the candidates or their representatives who desire to be present, shall open the voting machines and, if applicable, break the seals. Public and protective counter numbers shall be recorded and for machines other than printer type or electronic, election results shall be recorded. Verification of the election results on each machine, as provided for in Subsection B and subject to Subsection C of this Section, shall be completed before another machine is opened.

\* \* \*

§1351. Definitions As used in this Chapter, unless otherwise specified, the following terms shall have the meanings herein ascribed to each:

\* \* \*

(12) "Voting machine" means the enclosure occupied by the voter when voting, as formed by the machine, its screen and privacy shield, which shall include mechanical and electronic voting machines.

~~(a) "Mechanical voting machine" means a voting machine that displays a full-faced ballot and whereby votes are cast by moving a lever.~~

(b) (13) "Electronic voting machine" means a voting machine that displays a full-face ballot, whereby votes are cast by pushing a vote indicator button on the face of the machine or a voting machine that displays a paging ballot, whereby votes are cast by selecting a vote indicator by touching the screen or using available tools on the voting system.

\* \* \*

§1353. Secretary of state; powers and duties; voting machines; voter registration

\* \* \*

C. In addition to any other duties and functions now or hereafter provided by law, the secretary of state shall:

\* \* \*

~~(4) For mechanical voting machines, furnish for each polling place for each election a model showing the face of a voting machine as it is to be used in the election and a card of instructions to voters and commissioners, and also furnish a seal, if required, for sealing each machine after the termination of voting.~~

(5) (4) Prepare all machines necessary for each election and deliver the machines and other election supplies, in addition to those supplies he is required to supply to the parish custodian under R.S. 18:552, to the custody of the parish custodian in complete readiness for use at the polls.

\* \* \*

§1355. Construction and equipment of machines;  
requirements Each voting machine used in an election  
shall be so constructed and equipped as to:

\* \* \*

~~(12) For mechanical voting machines only, be provided with a mechanical model illustrating the manner of voting on the machine, suitable for the instruction of voters.~~

(13) (12) Contain a gong or other sound creating device which will audibly indicate that a voter has left the machine after casting his vote.

(14) (13) Contain, for elections for president and vice president, those devices needed in order to comply with R.S. 18:1259.

(15) (14) Have a lighting device which provides sufficient light to enable voters to read the ballot and to enable the election commissioners to examine the counters or tabulators.

(16) (15) Be provided with a screen, hood, or curtain which is so made and can be so adjusted as to protect the privacy of the voter while voting.

(17) (16) For a mechanical voting machine, be capable of being operated manually. For an electronic voting machine, be capable of being operated by battery power.

(18) (17) Be incapable of being reset, altered, or used except by operating the machine.

\* \* \*

Section 3. R.S. 18:1353(C)(5) and 1355(18) are hereby repealed in their entirety. Section 4.(A) This Section and Section 1 of this Act shall become effective upon signature by the governor or, if not signed by the governor, upon expiration of the time for bills to become law without signature by the governor, as provided by Article III, Section 18 of the

Constitution of Louisiana. If vetoed by the governor and subsequently approved

HB NO. 909 **ENROLLED** 1 by the legislature, this Section and Section 1 of this Act shall become effective on the day 2 following such approval. 3 (B) Sections 2 and 3 of this Act shall become effective on January 1, 2007.

SPEAKER OF THE HOUSE OF REPRESENTATIVES

PRESIDENT OF THE SENATE

GOVERNOR OF THE STATE OF LOUISIANA

APPROVED:

## **APPENDIX 3**

# **LOUISIANA MAIL VOTER REGISTRATION APPLICATION**

**SE THIS FORM TO:** 1) register to vote 2) change your address 3) request a name change 4) change party affiliation

**TO REGISTER TO VOTE AND BE ELIGIBLE TO VOTE YOU MUST:** 1) be a United States citizen 2) be at least 17 years old to register but must be 18 years old to vote 3) not be under an order of imprisonment for conviction of a felony 4) not be under a judgment of full interdiction or limited interdiction where your right to vote has been suspended 5) reside in the state and parish in which you seek to register and vote.

**INSTRUCTIONS FOR COMPLETING THIS FORM:** All information except your signature should be printed clearly in ink, preferably black, or typed. Fill in all boxes that apply to you.

**Box 1:** Indicate whether you are a citizen of the United States of America. Indicate whether you will be 18 years of age on or before election day.

**Box 2:** Provide full name. Do not use initials for middle or maiden name.

**Box 3:** 'Residence Address' means the address where you live and are registering to vote. If you claim a homestead exemption, you must list the address of that residence. Do not use a post office box for your 'Residence Address'. If you use a rural route and box number, draw a map in the space labeled 'Give Location.' Write in the names of the crossroads (streets) nearest to where you live. Draw an X to show where you live. Use a dot to show any schools, churches, stores or landmarks near where you live and write the name of the landmark. Complete 'Mailing Address' only if it is different from the 'Residence Address'.

**Box 4:** Provide your age.

**Boxes 6 & 16:** You must provide your Louisiana driver's license number, if issued. If not issued, you must provide at least the last four digits of your social security number, if issued. The full social security number may be provided on a voluntary basis. If neither a social security number nor a Louisiana driver's license number has been issued, and this form is submitted by mail, and you are registering to vote for the first time, in order to avoid additional identification requirements for first time voters, attach either a) a copy of a current and valid photo identification or b) a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

**Boxes 8, 11 & 12:** The items 'race/ethnic origin', 'daytime phone' and 'home phone' are not required but are helpful.

**Box 9:** If you do not complete this item, your party affiliation will be listed as 'none'. If you are not affiliated with a political party, please circle 'none'. The recognized political parties are Democrat, Republican, Libertarian, Green and Reform or you may specify any other party affiliation.

**Box 17:** If you are using this form to request a change of name, you must print the name to be changed here.

**Box 19:** Date and sign the card with your signature or mark.

If returned by mail, either complete the 'Mail to:' box found on the reverse side or place in an envelope, using the address of the appropriate registrar of voters found on the reverse side. If you have not been issued a social security number or Louisiana driver's license number, you must mail it in an envelope so that you can include the required documentation with your application. Your application or envelope must be postmarked 30 days prior to the first election in which you seek to vote based on the residence listed on this application.

**NOTE:** 1. If you decline to register to vote, this fact will remain confidential and will be used only for voter registration purposes. If you register to vote, the office where your application was submitted will remain confidential and will be used only for voter registration purposes. 2. Your social security number will also remain confidential and is intended to be used for voter registration purposes only.

**QUESTIONS?** Call your Parish Registrar of Voters OR call the Department of State at 1-800-825-3805 or (225) 922-0900.

COMPLETE AND CHECK ALL APPLICABLE BOXES AND TEAR ALONG PERFORATED LINE BEFORE MAILING.

LOUISIANA MAIL VOTER REGISTRATION APPLICATION		FORM # 0110		OFFICIAL USE ONLY		COMP REG #		Reg Type		Wd / Dist		Pct		In		Out			
1 Are you a citizen of the United States of America? YES <input type="checkbox"/> NO <input type="checkbox"/> Will you be 18 years of age on or before election day? YES <input type="checkbox"/> NO <input type="checkbox"/> If you checked 'no' in response to either of these questions, do not complete this form.																			
2 NAME OF APPLICANT (PLEASE PRINT NAME)												GIVE LOCATION							
LAST				FIRST				FULL MIDDLE OR MAIDEN											
3 RESIDENCE ADDRESS (MUST BE ADDRESS WHERE YOU CLAIM HOMESTEAD EXEMPTION, IF ANY)																			
HOUSE OR APT. NO. & STREET (IF RURAL, ROUTE & BOX NO.)												CITY OR TOWN				STATE		ZIP	
MAILING ADDRESS, IF DIFFERENT																			
4 AGE		5 DATE OF BIRTH			6 LA DRIVER'S LICENSE / I.D. # (CIRCLE ONE)				7 SEX (CIRCLE ONE)		8 ** RACE / ETHNIC ORIGIN (CIRCLE ONE)								
		MONTH DAY YEAR			NO YES #				MALE FEMALE		WHITE BLACK ASIAN HISPANIC AMER. INDIAN OTHER:								
9 PARTY AFFILIATION (CIRCLE ONE)					10 APPLICANT'S PLACE OF BIRTH										11 ** DAYTIME PHONE				
DEM REP LIB GRN REF NONE OTHER (SPECIFY)					CITY OR TOWN					PARISH OR COUNTY					STATE COUNTRY				
															( )				
12 ** HOME PHONE					13 LAST RESIDENCE ADDRESS					14 PLACE OF LAST REGISTRATION					15 MOTHER'S MAIDEN NAME				
( )					ADDRESS					PARISH OR COUNTY					STATE				
16 * SOCIAL SECURITY # (CIRCLE ONE)					17 FORMER REGISTERED NAME, IF APPLICABLE					18 Will you require assistance at the polls? (CIRCLE ONE)									
NO YES #										NO YES IF YES, GIVE REASON :									
AFFIRMATION: I do hereby solemnly swear or affirm that I am a United States citizen, that I am at least 17 years old, that I am not currently under an order of imprisonment for conviction of a felony, that I am not currently under a judgment of full interdiction or limited interdiction where my right to vote has been suspended, that I am a bona fide resident of this state and parish, and that the facts given by me on this application are true to the best of my knowledge and belief. If I have provided false information, I may be subject to a fine of not more than \$1,000 (\$2,500 for subsequent offense) or imprisonment for not more than 1 year (5 years for subsequent offense), or both. Any false statement may constitute perjury.																			
19 SIGN YOUR NAME IN BOX AT RIGHT.																			
DATE: / /																			
20 IF YOU ARE UNABLE TO SIGN YOUR NAME, TWO WITNESSES TO YOUR MARK MUST SIGN HERE.																			
SIGNATURE:												SIGNATURE:							
* Last 4 digits of the social security number required if no LA driver's license issued; social security number is intended to be used for voter registration purposes only; full # OPTIONAL. ** OPTIONAL LR-1M (REV.10/05) R.S. 18:104																			

**ACADIA**  
Courthouse - #115  
Crowley, LA 70526-4363  
(337) 788-8841  
**ALLEN**  
P. O. Box 150  
Oberlin, LA 70655-0150  
(337) 639-4966  
**ASCENSION**  
828 S. Irma Blvd. - #205  
Gonzales, LA 70737-3631  
(225) 621-5780  
**ASSUMPTION**  
P. O. Box 578  
Napoleonville, LA 70390-0578  
(985) 369-7347  
**AVOUELLES**  
312 N. Main St. - #E  
Marksville, LA 71351-2409  
(318) 253-7129  
**BEAUREGARD**  
P. O. Box 952  
DeRidder, LA 70634-0952  
(337) 463-7955  
**BIENVILLE**  
P. O. Box 697  
Arcadia, LA 71001-0697  
(318) 263-7407  
**BOSSIER**  
P. O. Box 635  
Benton, LA 71006-0635  
(318) 965-2301  
**CADDO**  
P. O. Box 1253  
Shreveport, LA 71163-1253  
(318) 226-6891  
**CALCASIEU**  
1000 Ryan St. - #7  
Lake Charles, LA 70601-5250  
(337) 437-3572  
**CALDWELL**  
P. O. Box 1107  
Columbia, LA 71418-1107  
(318) 649-7364

**CAMERON**  
P. O. Box 1  
Cameron, LA 70631-0001  
(337) 775-5493  
**CATAHOULA**  
P. O. Box 215  
Harrisonburg, LA 71340-0215  
(318) 744-5745  
**CLAIBORNE**  
507 W. Main - Suite 1  
Homer, LA 71040-3914  
(318) 927-3332  
**CONCORDIA**  
4001 Carter St. - #4  
Vidalia, LA 71373-3021  
(318) 336-7770  
**DESOTO**  
105 Franklin St.  
Mansfield, LA 71052-2046  
(318) 872-1149  
**E. BATON ROUGE**  
222 St. Louis - #201  
Baton Rouge, LA 70802-5860  
(225) 389-3940  
**E. CARROLL**  
400 First St.  
Lake Providence, LA 71254  
(318) 559-2015  
**E. FELICIANA**  
P. O. Box 488  
Clinton, LA 70722-0488  
(225) 683-3105  
**EVANGELINE**  
200 Court St. - Ste. 102  
Ville Platte, LA 70586-4463  
(337) 363-5538  
**FRANKLIN**  
Courthouse  
6560 Main St.  
Winnsboro, LA 71295-2750  
(318) 435-4489  
**GRANT**  
Courthouse  
200 Main St.  
Colfax, LA 71417-1828  
(318) 627-9938

**IBERIA**  
300 Iberia St. - #110  
New Iberia, LA 70560-4543  
(337) 369-4407  
**IBERVILLE**  
P. O. Box 554  
Plaquemine, LA 70765-0554  
(225) 687-5201  
**JACKSON**  
500 E. Court - #102  
Jonesboro, LA 71251-3400  
(318) 259-2486  
**JEFFERSON**  
P. O. Box 10494  
Jefferson, LA 70181-0494  
(504) 736-6191  
**JEFFERSON DAVIS**  
Courthouse  
300 State St.  
Jennings, LA 70546-5361  
(337) 824-0834  
**LAFAYETTE**  
1010 Lafayette - #313  
Lafayette, LA 70501-6885  
(337) 291-7140  
**LAFOURCHE**  
307 W. 4th St. - #101  
Thibodaux, LA 70301-3105  
(985) 447-3256  
**LASALLE**  
P. O. Box 2439  
Jena, LA 71342-2439  
(318) 992-2254  
**LINCOLN**  
100 W. Texas Ave. - #10  
Ruston, LA 71270-4463  
(318) 251-5110  
**LIVINGSTON**  
P. O. Box 968  
Livingston, LA 70754-0968  
(225) 686-3054  
**MADISON**  
100 N. Cedar St.  
Tallulah, LA 71282-3892  
(318) 574-2193

**MOREHOUSE**  
129 N. Franklin  
Bastrop, LA 71220-3815  
(318) 281-1434  
**NATCHITOCHES**  
P. O. Box 677  
Natchitoches, LA 71458-0677  
(318) 357-2211  
**ORLEANS**  
1300 Perdido - #1W23  
New Orleans, LA 70112-2127  
(504) 658-8300  
**OUACHITA**  
400 St. John - #106  
Monroe, LA 71201-7342  
(318) 327-1436  
**PLAQUEMINES**  
P. O. Box 989  
Port Sulphur, LA 70083-0989  
(985) 564-2761  
**POINTE COUPEE**  
211 E. Main - #103  
New Roads, LA 70760-3661  
(225) 638-5537  
**RAPIDES**  
701 Murray St.  
Alexandria, LA 71301-8099  
(318) 473-6770  
**RED RIVER**  
P. O. Box 432  
Coushatta, LA 71019-0432  
(318) 932-5027  
**RICHLAND**  
P. O. Box 368  
Rayville, LA 71269-0368  
(318) 728-3582  
**SABINE**  
400 Capitol St. - #107  
Many, LA 71449-3099  
(318) 256-3697  
**ST. BERNARD**  
8201 W. Judge Perez - Rm. 104  
Chalmette, LA 70043-1696  
(504) 278-4231

**ST. CHARLES**  
P. O. Box 315  
Hahnville, LA 70057-0315  
(985) 783- 2731  
**ST. HELENA**  
P. O. Box 543  
Greensburg, LA 70441-0543  
(225) 222-4440  
**ST. JAMES**  
P. O. Box 179  
Convent, LA 70723-0179  
(225) 562-2330  
**ST. JOHN**  
1801 W. Airline Hwy - #112  
LaPlace, LA 70068-3344  
(985) 652-9797  
**ST. LANDRY**  
P. O. Box 818  
Opelousas, LA 70571-0818  
(337) 948-0572  
**ST. MARTIN**  
Courthouse  
415 S. Main  
St. Martinville, LA 70582-4549  
(337) 394-2204  
**ST. MARY**  
500 Main St. - #301  
Franklin, LA 70538-6144  
(337) 828-4100  
**ST. TAMMANY**  
701 N. Columbia St.  
Covington, LA 70433-2709  
(985) 809-5500  
**TANGIPAHOA**  
P. O. Box 895  
Amite, LA 70422-0895  
(985) 748-3215  
**TENSAS**  
P. O. Box 183  
St. Joseph, LA 71366-0183  
(318) 766-3931  
**TERREBONNE**  
P. O. Box 9189  
Houma, LA 70361-9189  
(985) 873-6533

**UNION**  
P. O. Box 235  
Farmerville, LA 71241-0235  
(318) 368-8660  
**VERMILION**  
100 N. State St. - #120 Abbeville, LA 70510  
(337) 898-4324  
**VERNON**  
P. O. Box 626  
Leesville, LA 71496-0626  
(337) 239-3690  
**WASHINGTON**  
900 Washington St. - #105  
Franklinton, LA 70438-1719 (985) 839-7850  
**WEBSTER**  
P. O. Box 674  
Minden, LA 71058-0674  
(318) 377-9272  
**W. BATON ROUGE**  
P. O. Box 31  
Port Allen, LA 70767-0031  
(225) 336-2421  
**W. CARROLL**  
P. O. Box 71  
Oak Grove, LA 71263-0071  
(318) 428-2381  
**W. FELICIANA**  
P. O. Box 2490  
St. Francisville, LA 70775-2490  
(225) 635-6161  
**WINN**  
Courthouse - Room 105  
Winnfield, LA 71483-3238  
(318) 628-6133

APPLICANT'S RETURN ADDRESS:

PLACE  
STAMP  
HERE

OFFICIAL USE ONLY

Address Change

Name Change

Party Change

Remarks

MAIL TO:

REGISTRAR OF VOTERS

Circle One:    PA    MV    RG    SDA    SS

Received by: \_\_\_\_\_

